**HARI CHAND MONDAL** 

**VILL -MIRAPARA**

**P.O +P.S. - PANDUA,**

**DIST – HOOGHLY**

**PIN - 712149**

**Mobile No. – 9233901011**

**Alternate No. – 6290020513**

**Email: hari.mondal07@gmail.com**

**Career Profile:**

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| **objective** |
| **To be associated with a progressive organization that would give me the scope to apply my knowledge and skill, would provide me with opportunities to keep my knowledge and skills abreast with the latest trends and be a part of the team that dynamically look towards the group of organization and thereby gain satisfaction in all aspect in the process.** |

**Qualifications:**

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| **Degree and Date** | **Institute** | **Percentage Obtained** |
| **B.A (General)/2013** | **Burdwan University** | **40 % Pass in Arts** |
| **Higher Secondary/2009** | **West Bengal Council of Higher Secondary Education** | **55.2 % Pass in Arts** |
| **Secondary/2006** | **West Bengal Board of Secondary Education** | **51.75 % Pass in Arts** |

**Professional Memberships / Certifications:**

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| **Professional Society / Certification** | **Member Since / Date Certified** |
| **Advance Diploma in Accounting Software from CMC (Konnagar)** | **2013** |
| **D.T.P & Multimedia from Computer Point (Pandua)** |  |

**Skills:**

**D.T.P & Multimedia:-**

* **Page maker, illustrator, Coral Draw, Photoshop, Premier Pro, Sound forge.**
* **Image Editing in Photoshop.**
* **Banner Creating in illustrator.**
* **Sound Mixing in Sound Forge.**
* **Video Editing in Adobe Premier Pro.**

**Account:-**

* **Tally.ERP9, FACT, ROC, MS-ACCESS.**
* **Advance Business Accounting.**
* **Direct Tax and Indirect Tax.**
* **Computation of Tax using Tally with VAT, Service Tax, TDS, CST, Excise.**
* **Company Law & Secretarial Practice.**
* **Port Polio, Payroll, and E-Filing.**

**Key skills**:-

**Cash Handling,Cashier Activities,Cash Operations.**

**Loan application and appraisal, KYC entry, Loan Disbursement,**

**Collection Entry, All Branch Operation.**

**Personal Details**

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| --- | --- |
| **Date of Birth** | **08 Jan 1990** |
| **Nationality** | **Indian** |
| **Sex** | **Male** |
| **Hobbies** | **Searching Internet sites.** |
| **Personal Strength** | **Patience & sustained hardworking. Comfortable with team work.** |

**Experience Details**

**Total Work Experience 6 Years 2 Month as a Branch Operation Executive.**

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| **Company Name** | **Experience** | **Designation** |
| **Village Financial Services Pvt. Ltd.** | **2 year 3 Month Operation Executive.** | **O.EX** |
| **RBL Finserve Ltd**  **(Swadhaar Finserve Ltd)** | **1 year 4 Months Branch Operation Executive.** | **B.O.E** |
| **Utkarsh small finance Bank** | **8 Months senior customer service officer** | **Sr.C.S.O** |
| **RBL Finserve Ltd** | **1 year 11 months in running (RBL Rejoining )** | **B.O.E** |

**Signature: Date:**