The Head – Recruitment, Date :: 01.09.2019

Human Resources Department

**Respected Sir,**

**Reg :: Application for the post of Accounts Assistant cum Office operations with Head Cashier.**

I do enclosed here-with a file containing my candidature in the form of Resume for the post of Accounts Assistant cum Office operations with Head Cashier for your kind consideration.

Hope, you will be kind enough to give me an opportunity to appear before you for an Interview.

Thanking you,

Yours faithfully

Abir Banerjee

Place :: Belgharia, Kolkata

**RESUME**

**ABIR BANERJEE Date :: 01.09.2019**

S/o Late Basudeb Banerjee

6, Upen Basu Road, Belgharia,

Kolkata :: 700083

**Mobile :: 80174 - 99845**, **93302 - 30652**

**Email** :: banerjeeabir2108@gmail.com

**Date of Birth :: 21.09.1980**

**Objective:**

**S**eeking an opportunity to be associated with your team as well as your esteemed organisation involved in Execution of Accounts including Back office operations with Teller / Cash counter operations where my intensive 15 year’s experience will be utilized.

 **Career Profile & Experience**

* **June 2004** > Joined in The Peerless General Finance & Investment Co. Ltd. In the year 2004 as a Management Trainee – Branch Support Officer.
* **2005 - 2006** > Engaged in handling Branch Operations.
* **2007 - 2009** > Engaged in handling Computerised Branch Accounting as an Accounts Assistant.
* **2009 - 2014** > Engaged as a Cashier cum Accountants.
* **2014 - 2017** > Engaged in over the counter Cash Operations including main cash cum Accountant
* **2017 – August 2019** > Engaged in Company’s Computer Division (Information Technology & Communication Service) & Involved as an Executive – Operations and dealing with basic Data Base maintanance.

 **Qualification:**

1. Educational Qualification
* Passed B.Com from University of Calcutta.
1. Technical Qualification:
* Advance Diploma in Computer Application.
* Diploma in Financial Accounting (Tally ERP 9)
* Diploma in Web browsing & Networking.
* Skill of Typing.

Strengths:

* Possessing good Communication Skill.
* Highly Trust Worthy, Discreet & Ethical.
* Problem solving skills with the ability to make thoughtful decisions.

**Declaration**:: I do hereby declare that the above mentioned information is true and best of my knowledge and belief.

Abir Banerjee