

Resume



Rajib Lochan Deka

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Objective:

Aspiring for a challenging and growth-oriented career where I can use and develop my skills and contribute to the growth of the organization.

Academic Profile:

Qualification	University/Board	Year of Passing
B.A.	Guwahati University, Guwahati	1998
HSLC (12 th)	AHSEC (Assam Higher Secondary Education Council)	1995
H.S.L.C (X Standard)	SEBA (Secondary Education Board of Assam), Assam.	1993

Experiences:

- Working as **Accounts Officer in University of Science & Technology Meghalaya(USTM), Kling Road, Baridua, Meghalaya - 793101 from July 2024 to till date.**

The Key Role Includes: -

- 1) Fund management
- 2) Generating Revenue for the Institute by expense controlling.
- 3) Creditors record & management
- 4) Billing management & processing
- 5) Bank account management & reconciliation
- 6) Accounting Reports making of University & Hospital sector
- 7) Salary preparation & distribution
- 8) EPFO & ESIC management & processing
- 9) Handling software based accounting
- 10) Generating Revenue for the company by expense controlling

- Worked as **Accountant in NERIM Group of institutions, Tripura Road, Jayanagar, Khanapara, Guwahati-781022 from November 2021 to July 2024.**

The Key Role Includes: -

- 1) Fund management
- 2) Generating Revenue for the Institute by expense controlling.
- 3) Creditors record & management
- 4) Billing management & processing
- 5) EPFO & ESIC management & processing
- 6) Salary preparation & disbursement
- 7) Bank account management & reconciliation

Reason for Leaving: Strategic career move

- Worked as **Senior Accountant in North East Paramedical Nursing Group Of Institute, Singimari, Assam from 1st September, 2020 to till October 2021 (Covid Impacted)**

The Key Role Includes: -

- 1) Fund management
- 2) Generating Revenue for the Institute by expense controlling.
- 3) Creditors record & management
- 4) Students database management & fee outstanding control
- 5) Salary preparation & distribution.
- 6) Bank account management & reconciliation

- Worked as **Finance Manager in Cygnett Inn Repose Hotel (A 42 Rooms Property), Guwahati from October 2017 to May 2020. (Covid Impacted)**

The Key Role Includes –

- 1) Fund management
- 2) Generating Revenue for the property by expense controlling.
- 3) Creditors/ Debtors record & management
- 4) TDS & VAT, GST-R Preparation.
- 5) Salary preparation & distribution.
- 6) Bank account management & reconciliation
- 7) Yearly Budget Making
- 8) B2B and B2C Sales Management
- 9) Hotel Accounting Reports making (MIS, DSR, GDP)
- 10) Booking management

Reason for Leaving: Strategic career move

- Worked as **Accounts cum Sales Executive in Repose Foods Pvt. Ltd. (A Food Manufacturing Company), Guwahati from August 2012 to September 2017.**

The Key Role Includes:

- 1) Fund management
- 2) Generating Revenue for the company by expense controlling.
- 3) Creditors/ Debtors record & management
- 4) TDS & VAT, GST-R Preparation.
- 5) Salary preparation & distribution.
- 6) Bank account management & reconciliation
- 7) Yearly Budget Making
- 8) B2B and B2C Sales Management
- 9) Reports making (Tally, MIS, DSR, GDP)
- 10) Outlet Sales management and accounting

*** Joined Repose Foods Pvt. Ltd as Accounts cum Sales Executive and received one promotion as Finance Manager to Cygnett Inn Repose Hotel, Guwahati.**

Reason for Leaving: Promoted to Cygnett Inn Repose Hotel, Guwahati.

- Worked as **Accounts & Sales Executive in Ramdev Agencies (Authorized CNF of Tata Salt, Samsung Mobiles for Guwahati), Guwahati** from May, 2011 to July 2012.

The key role included:

- 1) Fund management
- 2) Generating Revenue for the company by expense controlling.
- 3) Creditors/ Debtors record & management
- 4) TDS & VAT, Preparation.
- 5) Salary preparation & distribution.
- 6) Bank account management & reconciliation
- 7) Yearly Budget Making
- 8) B2B and B2C Sales Management
- 9) Reports making (Tally, MIS, DSR, GDP)
- 10) Outlet Sales management and accounting

- Worked as **Accounts cum Sales Executive in Goyal Auto Agency (An Authorized Spare Parts Dealer of Hero MotoCorp Ltd Spare Parts for Assam and North East), Guwahati** from February, 2004 to April, 2011.

The key role includes:

- 1) Fund management
- 2) Generating Revenue for the company by expense controlling.
- 3) Creditors/ Debtors record & management
- 4) TDS & VAT, Preparation.
- 5) Salary preparation & distribution.
- 6) Bank account management & reconciliation
- 7) Yearly Budget Making
- 8) B2B and B2C Sales Management
- 9) Reports making (Tally, MIS, DSR, GDP)

Personal skills :

- Good communication skills.
- Good interpersonal skills.
- Team Player
- Professional and hardworking

Technical skills:

Computer skills: Tally, DMS, MS-excel, MS-Word, MS-PowerPoint,

Personal Details:

Father's Name: Lt. Dr. Girish Deka

Date of Birth: 24th October 1977

Gender: Male

Nationality: Indian

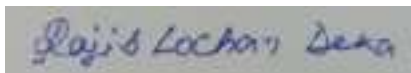
Marital Status: Married

Languages Known: English, Hindi, and Assamese

Interests: Travelling, Movies, Music, Cricket

Declaration: I hereby declare that all the statements furnished herein are true, complete and correct to the best of my knowledge and belief.

Yours faithfully
Rajib Lochan Deka

A rectangular box containing a handwritten signature in blue ink that reads "Rajib Lochan Deka".