

RÉSUMÉ



NAME:- RONI SARKAR

MOBILE NO.:- 7439883810

E-MAIL ID: - keshabroni15@gmail.com

ADDRESS: - 119/C BELEGHATA MAIN ROAD KOLKATA-10

SKILLS:

- ✓ Working knowledge in MS-Office, Tally Accounting Software and Barope ERP Software.

WORK EXPERIENCES:

- ✓ Three years of job experience and Five years of private teaching experience. Details below -

<i>Organization's Name</i>	<i>Organization's Type</i>	<i>Job Type</i>	<i>Position's Name</i>	<i>Work Details</i>	<i>Tenure</i>
SAI OFFICE SOLUTION	Retail Business (combination of different manufacturing units)	Full time	Account Executive	Maintaining daily transactions and preparation of final accounts of director's personal files for IT filing	Current job (December, '23 – till date)
SUSRUT EYE HOSPITAL.	EYE HOSPITAL	Full time	OPHTHALMIC ASSISTANT	Receptionist & opd assistant	11 th February '23- 11 th June '24

ACADEMIC QUALIFICATIONS :

<i>Degree</i>	<i>University/Board</i>	<i>School/College</i>	<i>Year of passing</i>	<i>Marks (%)</i>
Masters (M.com)	University of Calcutta	Goenka College of Commerce and Business Administration	2016	2nd class 48 %
Graduation (B.com) (Honours)	University of Calcutta	City College of Amherst Street	2014	2nd class 46%

HigherSecondary	WBCHSE	Dr. Shyama Prasad Mukherjee Institution.	2011	2nd division 52%
Secondary (Madhyamik)	WBBSE	Dr. Shyama Prasad Mukherjee Institution	2009	2nd division 53 %

PERSONAL INFORMATION:

Date of Birth : 15th of August, 1993

Father's Name : Pradip Kumar Sarkar

Mother's Name : Mukti sarkar

Gender : Male

Marital Status : Single

Nationality : Indian

Languages Known : Bengali (fluent) , Hindi (intermediate) , English (intermediate)