

Sashi Kanta Mondal
Barasat, Jelepara, P.O+P.S- Chandannagore, Dist: Hooghly,
Pin: 712136, West Bengal, India



Career Objective:

To be an active and constructive member of a group of dedicated management professionals to help the company achieve new heights in business and excellence.

Employment Chronology & Profile:

| | |
|-------------------------|---|
| Employer | : Bandhan Konnagar (Mother concern of Bandhan Bank) |
| Designation | : Officer Accounts (1st July'16 to till date) |
| Department | : Administration |
| Responsibilities | <p>: Overall bills processing, budget planning and cost control Identification and empanelment of vendors, suppliers and other 3rd party contractors as required by the organization. Will be responsible for inventory management and maintenance of all office equipments, including periodic preventive maintenance. Will be responsible for inventory management and procurement of all office stationeries. Recruitment and deployment of peons / sub-staffs, security personnel.</p> <p>Ensures that repairs and regular maintenance checks are conducted on equipment, and arranges for the disposal of unusable equipment and recyclable items. Serves as main contact with vendors, including the mobile, telephone company, courier service, etc. Procures office and kitchen supplies. Ensures proper maintenance of cars, lift, generators. Manages the storage space, including archiving and filing. Ensures that incoming and outgoing mail are handled promptly. Manages office space and furniture requirements. Provides historical reference by developing and utilizing filing and retrieval systems.</p> |
| Employer | : JPS Groups |
| Designation | : Accountant (2nd Nov.12 to 30th June'16) |
| Department | : Accounts |
| Responsibilities | : To manage the administrative aspects of operations and Accounts of the office. |
| Employer | : India Infoline Finance Limited |
| Designation | : Account Officer – Belghoria GL Br (7th Sept,11 to 22nd Sept. 12) |
| Department | : Accounts and Branch operations |
| Responsibilities | : To manage the administrative aspects of operations, Accounts, Cash handling, Fixed asset register maintain, Loan document verification, MIS preparation, gold appraising, Money transfer, customer handling. |

Employer : Manappuram Finance Limited
Designation : Assistant Branch Head (30th Oct'10 to 13th July'11)
Department : Branch Operations
Responsibilities : To manage the administrative aspects of operations, Cash handling, Fixed asset register maintain, Loan document verification, MIS preparation, gold appraising, Money transfer, customer handling.

Employer : Royghosh and Associates (Jan'2009 to Apr'2010)
Designation : Audit Clerk
Department : Audit
Responsibilities : Accounts verification in register, in system, cash check, vouching,

Some of Audit works done there

Statutory Audit: Bihar Rural Livelihoods Promotion Society, an IDA Venture, funded by World Bank.

Internal Audit: Bihar Rural Livelihoods Promotion Society, An IDA Venture, funded by World Bank, Burn Standard Company Limited, Howrah Works, a Subsidiary of BBUNL, Eastern coalfield Ltd. Giridih and Kodarma area, Sishu siksha mission Kolkata.

Pay fixation, Wage Audit: Northern Coalfield Limited - Singrauli Area.

Internal Audit & Taxation matters of Feedatives Pharma Private Limited.

Stock Audit:- of Dabur India Limited

Educational Qualifications:

| Year | Examination / Degree | Board / University | Institute / College | Subject / Specialization | Division |
|------|--|------------------------------|-------------------------------|--------------------------|----------|
| 2020 | Master of Business Administration | Suresh Gyan Vihar University | Suresh Gyan Vihar University | Finance | I |
| 2016 | Bachelor of Library and Information Science | Calcutta University | Calcutta University | Library Science | II |
| 2008 | Bachelor of Commerce (Hons.) | University of Burdwan | Khalisani Mahavidyalaya | Accountancy | II |
| 2005 | Higher Secondary Examination (12 th) | WBCHSE | Chandannagore Banga Vidyalaya | Commerce | II |
| 2003 | Madhyamik Examination (10 th) | WBBSE | Chandannagore Banga Vidyalaya | -- | II |

Technical Qualification

One Year Diploma in computer Application. Working knowledge of MS Office (Word, Excel, PowerPoint), Open Office, Tally 9, Linux OS, Dot net, and Internet.

Interests: Reading and Internet surfing - on any topic that broadens knowledge and awareness.

Personal Details:

Father's Name : Krishna Deo Mondal

Sex : Male

Date of Birth : 23rd December, 1986

Nationality : Indian

Marital Status : Married

Language Known : English, Bengali and Hindi

Contact Number : 7003705715(M) / 8420975389 (R)
9432835508 (Urgent – Rabi Kanta Mondal)

Declaration:

I hereby declare that all the statements made above are correct and true to the best of my knowledge and belief.

Date :

Place: Kolkata

(Sashi kanta mondal)