CURRICULUM VITAE

 **Tanmay Bhattacharjee**

 Ganapati Tower-A, Flat No-5/c, 5th Floor,

 G.T Road, Gopalpur – 713304

 Asansol, West-Bengal.

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##  OBJECTIVE

* Seeking a good position to utilize my skills and abilities in the any reputed company or industry and attain professional growth while being resourceful, innovative and flexible. To excel in Educational& administrative functions where I can contribute meaningfully and grow with the organization. To constantly add value to myself and to my organization.

##  ACADEMICS& PROFESSIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR** | **DEGREE** | **SUBJECT** | **UNIVERSITY/BOARD** | **CLASS/DIV** |
| DEC’2018 | M.B.A | FINANCE | PONDICHERRY CENTRAL UNIVERSITY  | II CLASS |
| DEC’2009 | M.Com | Commerce-Accounting | Netaji Subhas Open University | II CLASS |
| 2004 | B.Com(H) | Commerce-Accountancy(H)Econ Gr, Bus. Gr. | The University Of Burdwan | II CLASS |
| 2001 | Higher Secondary | COMMERCE | W.B.C.H.S.E | I DIV |
| 1999 | Madhyamik | BEN,ENG,MATH,P.SC | W.B.B.S.E | II DIV |
|  |   |  |  |  |

## PERSONAL SKILLS

* **COMPUTER SKILLS**

Operating Systems : Windows 95/98/2000/XP/7/Linux

 Packages : Ms-Office, Libre-Office.

Web technologies : HTML.

Accounting Packages : Tally (7.2 & 9.0)

##  Certification

* Diploma in Financial Accounting System (DFAS) from Asansol Coalfield Youth Computer Training center with grade A+.
* Participation Certificate in Tally Financial Accounting Program from Tally Academy.
* Participation certificate in Basics of computer from SSI Education.

##  Skill sets

* Possessing excellent communication skill in Bengali, Hindi and English.
* Have Ability to lead a team, can adapt to any kind of environment.
* Good analytical & problem solving skills.

##  WORK EXPERIENCE

FULL TIME

## 1. *NAME OF THE ORGANISATION:* DISHA SOCIAL WELLFARE EDUCATIONAL TRUST

## *LOCATION: BISHNUPUR, WEST-BENGAL, India*

## *STATUS: AUGUST’21 to till date*

## *MANAGER (ACCOUNTS)*

## 2*. NAME OF THE ORGANISATION:* Radha Govind University (Managed by Radha Govind Shiksha Swasthaya Trust)

## *LOCATION: Ramgarh, JHARKHAND, INDIA*

## *STATUS: MARCH’21 to JULY’21.*

## *Executive (Finance) (Project: JSDM)*

## *3. NAME OF THE ORGANISATION: SANTINIKETAN INSTITUTE OF POLYTECHNIC (UnderSWADHIN TRUST)*

## *LOCATION: BOLPUR, WEST-Bengal, India*

## *STATUS: APRIL’19 to FEBRUARY’2021.*

## *Executive (Finance) (Project: DDU-GKY)*

## *4. NAME OF THE ORGANISATION: Academy Suburbia.*

## *LOCATION: Kolkata, WEST-Bengal,India*

## *STATUS: August’18 to March’2019.*

## *Manager (Operation) (Project: PBSSD/Utkarsha Bangla [Paschimbanga Society for Skill Development*]

## 5*. NAME OF ORGANISATION:* Chanakya Foundation*An ISO 9001:2008 Organization.*

***LOCATION***: Ranchi, Jharkhand, INDIA***.***

***STATUS: February ’2018 to July’2018.***

# Project Co-coordinator (Project: NaiManzil-Education & Skill Training for Minorities)

***6. NAME OF ORGANISATION***: Shine ACADEMY (Under Shine Group)***.***

***LOCATION***: Asansol, West-bengal, INDIA***.***

***STATUS: November’2017 to January’2018.***

## Manager (Marketing) (Project: Niesbud, Learn & Earn,)

***7. NAME OF ORGANISATION: INDIACAN EDUCATION PVT LTD. (A DIVISION OF PEARSON) MNC.***

***LOCATION: KHUNTI, JHARKHAND, INDIA.***

***STATUS: January’ 2016 to October’2017.***

* ***Trainer*** *(Sales) Project: DDU/GKY.*

 ***NAME OF ORGANISARION: SLIGURI INSTITUTE OF VOCATIONAL TRAINING (Under M.S GROUP) an ISO 9001:2008 Organization***

***LOCATION: SILIGURIL, WEST BENGAL, INDIA***

* *Faculty for Banking & Accounting.*

***NAME OF ORGANIZATION: MS ACADEMY (Under M.S GROUP) An ISO 9001:2008 Organization***

***LOCATION: GANGTOK, SIKKIM, INDIA***

* *Faculty for Banking & Accounting and Retail Management*

***NAME OF ORGANIZATION: MADHUMOY SRILEKHA EDUCATION & WELFARE SOCIETY (Under M.S GROUP) An ISO 9001:2008 Organization***

***LOCATION: ASANSOL, WEST-BENGAL, INDIA.***

## STATUS: June 2014to December 2015.

***Project-****MES Courses (NCVT) & NSDC*

* Current Position held as Asst. **Manager (Operation)**
* Joined as **Faculty** for Banking & Accounting.

8***. NAME OF ORGANISATION: INDIA SALES AGENCY.***

***LOCATION: Asansol, West-Bengal, INDIAশা***

***STATUS: April 2013 to May 2014.***

* Position held as an Accountant cum Computer Operator.

## PERSONAL DETAILS

**Athe** Name Name : TANMAY BHATTACHARJEE

Father’s Name : Mr. PARESH BHATTACHARJEE

Corresponding Add : Gopalpur, P. O-Kumarpur, Dist. Burdwan. Pin–713304

Nationality    : Indian

Date of Birth : 10-JULY-1984

Marital Status : Married.

Hobbies    : Listening to music, reading books and journals and surfing internet.

Languages Known    : English, Hindi and Bengali.

## DECLARATION

I hereby declare that the above-mentioned information is true to best of my knowledge.

Place: Asansol  Date:13/01/23 (***Tanmay Bhattacharjee)***