## CURRICULUM VITAE E:\Desktop-09.01.2023\ANKUR\ANKUR DOC\AC Photo0001.jpg

## ANKUR CHAKRABORTY

#### 74/50, NABATIRTHA, JESSORE ROAD(S)

#### SISIRKUNJA, HRIDAYPUR, BARASAT

#### KOLKATA-700127.

#### WEST BENGAL (INDIA)

#### E-MAIL: ankurchakraborty1987@gmail.com

#### PHONE:9123929140 (M)

**OBJECTIVE:**

To work in a challenging business environment and to excel in a assignments that I take up in my professional career, so as to make meaningful contribution to the organization which can provide wide range of exposure and sufficient responsibilities to further my knowledge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Degree*** | ***Institute/University*** | ***Discipline*** | ***Year of passing*** | ***%Aggregate*** |
| Graduation | C.U | B.COM | 2008 | 38% |
| Higher Secondary | W.B.C.H.S.E | COMMERCE | 2005 | 50.70% |
| Secondary | W.B.B.S.E | General | 2003 | 51.75% |

**OTHERQUALIFICATION:**

Computer ( MS office, Tally ERP9)

# KEY SKILLS:-

1).Accounts, Accounts Receivable & Payable, Tally ERP9, and Investment related Works.

**WORK EXPERIANCE:**

**BAJORIA FINANCIAL SERVICES PRIVATE LIMITED**

**Company name**- **Bajoria Financial Services Pvt. Ltd.**

**Designation**- **Accounts and Investment Assistant**

**Job profile**-

1. **ACCOUNTS :**
2. Responsible for maintain day to day account.
3. Prepare Income and Expenditure account.

1. **Investment :**
2. Prepare Group Portfolio.
3. Prepare Date wise transaction details for Stock Purchase and Sell.
4. Daily Transaction Entries update in Money Control Software.
5. Process Investment and Redemption from Group Entities.
6. Prepare Peergroup Performance & Portfolio comparison of Large Cap,Midcap,smallcap equity mf.
7. Prepare Excel Sheet for Upcoming IPO.
8. Documentation part of Group Companies Investment.
9. Coordinate with various Mutual Fund, Brokers for Investment related works.
10. Day to day Paper Work.

**Duration**- From 18th December-2019 to till Now.

**LAXMI ENTERPRISE**

**Company name**- **Laxmi Enterprise.**

**Designation**- **Accountant**

**Job profile**-

1. **ACCOUNTS :**
2. Responsible for maintain day to day account.
3. Prepare Sales report.
4. Responsible for all Invoice entry.
5. Prepare Branch Income and Expenditure account.
6. Prepare outstanding report.
7. Responsible for Cash book maintain and cash Bank report.
8. Handling cash.
9. Prepare Stock Report.

**Duration**- From 15th October-2017 to 10th December 2019.

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**Company name**- **Deoki Hosiery Pvt Ltd.**

**Designation**- **Accounts Executive**

**Job profile**-

1. **ACCOUNTS :**
2. Responsible for maintain day to day accounts.
3. Responsible for voucher entry in MUNIMJI ERP.
4. Preparation Bank Reconciliation Statement.
5. Processing Invoices.
6. Responsible for all purchase Bill entry.
7. Responsible for ledger Book maintain and Cash book maintain.
8. Generate Waybill.
9. Assist/arranging in audit process to finalize audit financial report.
10. **STOCK :**
11. Preparation Stock Statement.

**Duration**- From 8th May-2016 to 23th September-2017.

###### Swastik Impex

###### Mfg of Lamination core & Sheet Seller

**Company name**- **Swastik Impex**

**Designation**- **Accounts Assistant**

**Job profile**-

1. **ACCOUNTS :**

a) Responsible for maintain day to day accounts.

b) Responsible for voucher entry in TALLY ERP 9.

c) Preparation Bank Reconciliation Statement.

d) Processing Invoices.

e) Prepareoutstanding debtors statement and submit to bank.

f) Responsible for ledger Book maintain and Cash book maintain.

**Duration**- From October 2011 to April 2016.



**Company name**-***Impex Ferro Tech Ltd***

**Designation**-**Accounts Assistant cum Trainee.**

**Job profile**-

1. **ACCOUNTS :**

a) Responsible for maintain day to day accounts.

b) Responsible for voucher entry in ACE.

c) Processing Invoices.

**Duration**- From September 2010 to May 2011.

**Company name**- ***Sarkar Gurumurty & Associates(C.A Firm)***

**Designation**- **Accounts Trainee**

**Job profile**-

1. **ACCOUNTS :**

a) Preparation of Accounts through TALLY ERP9.

b) Maintain Books of Accounts.(B.R.S,Bank and Cash entry.)

c) Internal and external audit in various Organization.(IIM KOLKATA,SIKA INDIA PVT LTD).

**Duration**- From April 2008 to June 2010.

**PROFESSIONAL ATTAINMENT:**

External Audit visit on IIM Kolkata.

**SPECIAL INTEREST:**

1. Accounts and Investment executive.

**LANGUAGE KNOWN:**

English, Hindi, Bengali

**PERSONALPROFILE:**

* Date of Birth : 2nd SEPTEMBER,1987
* Father’s name : Sri Arun Chakraborty .

**DECLARATION:**

I declare that all information and facts stated above are true and correct to best of my knowledge and belief.

**REFERENCE:**

Will be provided on request.

Date : 25.07.2024

Place : BARASAT,KOLKATA

ANKUR CHAKRABORTY

(Signature in Full)