SOMESWAR BANERJEE

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📞 7407926846, 6292209450

📍 Ilampur, Paratal, Burdwan Pin 71340
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🚀 SKILLS

Languages Known - Bengali, English,
Hindi.

MS Office and Internet

Oracle

♥ INTERESTS

Reading good books at free time.

Listening songs at free time.

◈ OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the
success of the organization

💼 EXPERIENCE

Top Managers Training & Placement Consultancy   2016 -
HR Executive HR backoffice work, Employees record and
details maintain in excel sheet.

Srei Equipment Finance Ltd   2017 -
Admin Executive 2017 -- Currently involved in Srei Equipment
Finance Ltd as an Admin executive. I have knowledge about
member registration in EPFO portal & KYC updation
Facilitating & Maintaining employee Joining Kits Srei group
of companies. Maintaining attandance record and
employee's personal record (form 9) in excel sheet.
Maintaining & fesileting nomination and gratuity form.
Professional Tax payment month wise. PF claim settlement
online & offline (Withdrawal & transfer & death) for SREI &
Group companies. Sending ESIC e-pehchan card of the
covered employees. Adherence to norms relating to
processing of Monthly Registration of New joinees in PF &
ESIC month wise . Maintaining PF & Gratuity nomination
form & submission to department. Checking & Rectification
data of employees those who are under ESIC and EPFO.
Recently I am working with branch operations work. 1.
Maintain MIS for operational expenses of all branches on
Pan India basis. 2. Coordinate with our Branch concern
Person for any kind of queries & resolving as per Accounts
Team requirements and also maintaining admin asset list
for all branch and head office in our prescribe MIS format.

🎓 EDUCATION

SECONDARY EXAMINATION   2010
WBBSE

HIGHER-SECONDARY EXAMINATION (2012)   2012
W.B.C.H.S.E

Burdwan University   2012- 2015
Graduation

Dhaniakhali Youth Computer Centre
Certified Basic and Internet knowledge in computer.

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