**CURRICULAM VITAE**

***NIKHILESH BANERJEE***

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PO+PS-BHATAR

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**Career Objective:**

Action signified by one’s effort is the real key to one’s success as well as happiness. There as well as happiness. There is no success and resultant happiness without action. Action or effort may not sometimes produce the desired result but happiness and success can never come without action or effort. That is why it is said in the Gita, “Do your duty unmindful of the result!”

**Academic Qualification**:

* Studying MBA For the Session 2011-12 from MANONMANIAM SUNDARANAR UNIVERSITY IN TAMILNADU
* Passed the B.Com (H) Under the Burdwan University in the year 2005
* Passed the H.S exam under West Bengal Council of Higher Secondary education in the year 2002
* Passed the Madhyamik exam under West Bengal Board of secondary Education in the year 2000

IT Domain Expertise:

* **Operating System**: Windows Version [XP, 7].
* **Extra Proficiency:** MS Office 2003, 2007,
* **Internet Applications**:-Mozilla Standards, Google Chrome etc.
* **DITA-** HTML, DHTML.
* Completed F A (Certificate in financial Accounting) course from Star light ; Burdwan
* sap operate

**Professional Profile:-**

**i)NAME OF THE COMPANY AND ITS LINE OF ACTIVITIES**

AVINANDAN GROUP (Tour & Travelisam)

**DESIGNATION :** Office Assistant

**WORK DURATION** : Sept 2006 to Feb 2008 at Burdwan

**(ii) NAME OF THE COMPANY AND ITS LINE OF ACTIVITIES**

Ramnagar Seed Farm (producer of Quality seeds)

**DESIGNATION** : Account Assistant

**WORK DURATION** : From Mar2008 to Feb 2010 at Burdwan

**iii) NAME OF THE COMPANY AND ITS LINE OF ACTIVITIES**

BHARATI AIRTEL (GLOBAL SERVICE)

**DESIGNATION**  : MIS (MANAGEMENT INFORMATION SYSTEM) & AUDIT FOR DOCUMENTS VERIFACATION ALSO DATA ENTRY.

**WORK DURATION** : From November2010 to Feb 2012 at Burdwan

**iV) NAME OF THE COMPANY AND ITS LINE OF ACTIVITIES**

DLF PREMERICA LIFE INSURANCE COMPANY LTD.

**DESIGNATION** : RELATIONSHIP MANAGER FOR AUDIT

**WORK DURATION** : FROM MAY2012 TO JULY 2012 at Burdwan area

**V) NAME OF THE COMPANY AND ITS LINE OF ACTIVITIES**

EVEREST INDUSTRIES LTD (off role)

**DESIGNATION**  : SAP Operator

**WORK DURATION :** August 2012 to December 2020 at BURDWAN Dump Office

**VI) NAME OF THE COMPANY AND ITS LINE OF ACTIVITIES**

RUDRA AUTOMOBILES PVT LTD (RUDRA HYUNDAI)

DESIGNATION : CASHIER

**WORK DURATION :** Since JULY 2020 at BURDWAN RUDRA HYUNDAI OFFICE

Strength

Sincerity, Adjustable & Dynamic

Working Area

BURDWAN,NADIA , BANKURA, DURGAPUR ,ASANSOL,KOLKATA.

**PERSONAL DATA**

**FATHER’S NAME**: .Umapada Banerjee

**Date of Birth**: 4th August 1983

**Nationality**: Indian.

**Sex** : Male

**RELIGION** : Hinduism

**MARITAL STATUS**: Married

**Language Known**: English, Hindi, Bengali.

**EXTRA CURRICULAR ACTIVITIES**: Represented School Football & Cricket team. Actively Participated In drama In School.

**JOB DESCRIPTION:**

\* Preparation of books of accounts by using software Package Tally 7.2

\* D/Note Stockiest & Retailer Month Wise claim & follow-up

\* Collect Market Information

\* Reporting to Z.S. Responsible for Primary sales & secondary sale

\*Handling Cash

\*Preparation of monthly report of stock

\*Preparation of daily report

\*patient, practical, hard working with preset targets and achieving them in time

\*interacting with people

\*marketing and selling capabilities

\* Maintaining Computerized (SAP based) as well as manual depot records and responsible for preparing MIS Reports for Head Office. In addition to the work of Depot In charge of Everest Industries Ltd.

**DECLEARATION**

I hereby declare that the above mention information is true the best of my knowledge.

**Date:**  **Signature of the Applicant**

**Place:**