

# RÉSUMÉ

**NAME:-** RONI SARKAR

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**ADDRESS: -** 119/C Belegkata Main Road Kolkata – 700010



## SKILLS:

- ✓ Working knowledge in MS-Office, Tally Accounting Software ERP Software.

## WORK EXPERIENCES:

- ✓ Two years of job experience

<i>Organization's Name</i>	<i>Organization's Type</i>	<i>Job Type</i>	<i>Position's Name</i>	<i>Work Details</i>	<i>Tenure</i>
<b>Sai Office Solutions</b>	Retail company	Full time	Jr.Account Executive	Maintaining daily transactions and others	Current job (August,'22 – till date)
<b>Susrut Eye Hospital.</b>	Eye Hospital	Full time	Ophthalmic Assistant	Preparation of Bills and Receptionist job	1.5 years Feb,'21 – June 22)

## ACADEMIC QUALIFICATIONS :

<i>Degree</i>	<i>University/Board</i>	<i>School/College</i>	<i>Year of passing</i>	<i>Marks (%)</i>
Masters (M.com)	<b>University of Calcutta</b>	Goenka College of Commerce and Business Administration	<b>2016</b>	<b>48 %</b>
Graduation (B.com) (Honours)	<b>University of Calcutta</b>	City College Kolkata	<b>2014</b>	<b>46%</b>
Higher Secondary	<b>WBCHSE</b>	Dr Shyama Prasad Mukherjee Institution	<b>2011</b>	<b>52%</b>

Secondary (Madhyamik)	<b>WBBSE</b>	Dr Shyama Prasad Mukherjee Institution	<b>2009</b>	<b>54%</b>
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**PERSONAL INFORMATION:**

Date of Birth : 15<sup>th</sup> August, 1993  
 Father's Name : Pradip Kumar Sarkar  
 Mother's Name : Mukti Sarkar  
 Gender : Male  
 Marital Status : Single  
 Nationality : Indian  
 Languages Known : Bengali (fluent) , Hindi (intermediate) , English (intermediate)