

Curriculum Vitae

RAJIB GUHA

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Career objective

To prove my mettle in highly competitive work environment and to reach the status of coveted titans in the relevant field , in due time through skills, the attitude and drive for success.

STRENGTHS: I am hard working, have positive attitude keen to learn new things, and enjoy working in a team environment.

Job Profile

i) Neosa Electronics Pvt. Ltd.

Position: Account Assistant (from 01.06.14 to 31.07.15)
Place: Siliguri(North Bengal) & Store keeper cum cashier
Burdwan Branch from Aug-2015 to June-2017

ii) Tirupati International

Position: Back Office Executive(from july 2013 to 31st may2014)
Place: Dharmotala,Kolkata

iii) AMBITIOUS GROUP

Position: Operation Executive(from july2012 to june2013)
Place: Kalna branch,Kalna,Burdwan

iv) TAX N TAX (a renowned Tax Firm)

Position: Computer Operator
(from Feb 2011 to june 2012)
Place: Madhuban,Kalna,Burdwan

At Present:

Accounts executive post in **Cooltek India** (Fire Fighting Company) from July-2022

Doing part time job in 4 organizations— Between July-2017 to June-2022

i)Kalimata Distributing House(Mogra)-A distributor of ITC,Amul,Idea,Horlicks,Complan,Colgate Palmolive in the area of Hooghly.(CNF)

ii)A distributor of Amul and adhesive products-Sree Bishnu
Agency(Kalna), iii)A hardware goods Distributors-saha & co.(Tribeni),iv)
A renowned saw mill -Maa Trara Saw Mill(Kalna)

Responsibilities:

- 1.To look after the outstanding position of all parties.
- 2.To bill the all electronic products neosa dealing as per price list.
- 3.To tackle all the credit note queries of dealers regarding monthly schemes and sales.
- 4.To handle cash and bank transaction of branch.
- 5.To set the price list in the software
- 6.To make stock statement
- 7Maintaining Bank Reconcillation
- 8Maintaining creditors and debtors ledger reconcillation and also outstanding report analysis
- 9.Drafting Mails letters and online operation like net banking
- 10.Maintaining Relationship for accounts purpose with parties

Academic Qualification

Field of study -	Higher secondary
Year of passing-	2003
Name of institute –	K.M.H.S
Board –	W.B.C.H.S.E
<u>Certification-</u>	a)Certificate of Finantial Acounting b)Certificate of Basic Computer Application

<u>Languages known</u>	Bengali, English, Hindi
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<u>Computer Skill</u>	MS Office(word,excel,powerpoint,access),internet, tally 9.0 tally prime
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Personal details

Date of birth	21 th nov 1985
Gender	Male
Fathers name	Mohan lal Guha
Marital status	Unmarried
Nationality	Indian
Regilion	Hindu

Permanent Resident

Baromitra para P.O.-Kalna,
Dist-Burdwan, West Bengal-713409

Correspondence address

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Declaration : I hereby declare that the above written particulars are true to the
Best of my knowledge and belief

DATE :-

PLACE :-
RAJIB GUHA

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