

SANDIP SADHUKHAN

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D.O.B :- 02.03.1995



➤ Objective:-

To be part of company that indulges professional growth which provide challenging and rewarding career while allowing me to utilize my knowledge and skills.

➤ Professional Skill:- Computer skill, Tally – ERP9, Expert, CRM, Excel, MS word, Power point & web programming, e-commerce, Internet Accessing, E-mail Handling etc.

➤ Professional Qualification:-

- Web programming from APPL
- Basic from Nobel computer center

➤ Educational Qualification:-

- **Bachelor of Commerce (B.com), Thakurpukur Vivekananda College**, Affiliated to **University of Calcutta** 2018 Pass out with **38.28%**.
- **• 10+2 (Commerce) , Sir Nripendranath Institution**, Affiliated to **West Bengal Council Of Higher Secondary Education (WBCHSE)**. 2012 Pass Out with **55.4%**.
- **• 10th Standard, Sir Nripendranath Institution**, Affiliated to West Bengal Board Of Secondary Education (**WBBSE**). 2010 Pass out with **39.40%**.

➤ Languages known:-

- Bengali , Hindi, English

➤ Job Experience:-

- **Lyceum study center(2014-2020)** - Job was *“Lyceum Study Centre ISO- 9001:2015”* in South Kolkata at Haridevpur since **2014** with the following job responsibility-
 - Collection of monthly fees,
 - Maintenance of files & Registers,
 - Outdoor Bank Works
 - Generating P.Tax Challan online & Payment,
 - Maintaining Cash,
 - Making payments, Preparation of Vouchers,
 - Digital Marketing,
 - Reporting to the CEO/Principals.

SIMA INTERNATIONAL(2020-21) -

Ecommerce & Digital Marketing Executive

- *Product Listing on online portal like **Amazon, Flipkart, LimeRoad, Snapdeal** Etc.*
- *Communicate with Seller Support & resolve all types of issue.*
- *Create Infographic for A+ Listings.*
- *Report total Sales And Returns as monthly Basis.*
- *Order Process & Invoice generate.*
- *Barcode Generate.*
- *Monthly Profit & Loss Reporting to the Accountant.*
- *Advertising & Campaign.*

Chashma Shoppe(2021) -

Accounts Executive :-

- *Online invoice generate.*
- *All debtors And Creditors Maintain ledger wise.*
- *Sale and Purchase entry.*
- *TDS payment.*
- *Barcode Generate.*
- *Monthly Profit & Loss Reporting.*
- *Advertising & Campaign.*



Hobby:-

- painting
- listening songs
- weight lifting

:-Personal Details:-

- **Father's Name:-**Late Swapan Sadhukhan
- **Mother's Name :-**Dipa Sadhukhan
- **Address :-**27/A M.G Road, Kolkata-700082
- **Sex :-**Male
- **Marital Status :-**Unmarried
- **Region :-** Hinduism
- **Nationality :-** Indian

Date : - 06/08/2021

Place : Kolkata

Sandip Sadhukhan

Signature