**Curriculum Vitae (CV) format**

1. **General information**

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| Name | Himadri Sekhar Mondal |
| Mother/Father’s name | Anadi Kumar Mondal |
| Date of Birth and Age | 10/02/1979, 34 yrs |
| Present address | Vill. – Bagaria, P.O. – B. Bagaria, P.S. – Kulpi, South 24-Parganas, West Bengal – 743332. |
| Permanent address | Same as above |
| Contact phone no. ( Land line) | Nil |
| Contact phone no.( Mobile) | 9433294213 |
| Nationality | Indian |
| Marital status | Married |
| Email id | himadri\_mondal.india@yahoo.com |

# Academic Achievements- (Highest qualification first and up to school level)

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| **Name of the Board/ University/institute/ college/school** | **Qualification /Examination passed** | **Period and Year of passing** | **Result- Class/ Division/ percentage** | **Specialization** |
| Calcutta University | B.COM. (Hons) | 1999 | 45% | Accountancy |
| W.B.C.H.S.E. | Higher Secondary | 1996 | 53% |  |
| W.B.B.S.E. | Secondary | 1994 | 63 % |  |
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1. **Employment Record- (M**ost recent one on top),

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| **Organization** | **Designation** | **Duration/ Experience in years** | **Major responsibilities** | **Reason for leaving** | **Reporting to** |
| **Jana Sanskriti Centre for Theatre of The Oppressed**  (Badu, Madhyamgram,  North 24-Parganas, West Bengal) | Accountant cum Office Administrative | 5 Years  (Sept.,2008 – Sept.,2013) | * Keeping books of record in Tally ERP.9 * Preparing Final Account. * Preparing project wise financial and variance report * E-filing of IT Returns, TDS returns and take care other IT matters. * Doing liaison with Donors and Chartered Accountants * Doing all office administrative and clerical works. * Assist programme officers to maintain various project wise databases. * Work (Tracking e-mails, responds, preparing final participants list, pick-up, accommodation and drop plan, etc) as a management team member towards organizing *“Muktadhara”* a bi-annual Internation Forum Theatre Festival | For better opportunity and the distance is being less so that I can spend a quality time with my family. | * Project holder * Chartered Accountants * Donors * Government |
| **Indranarayanpur Nazrul Smriti Sangha (INSS)**  (Indranarayanpur, Pathar Pratima, South 24-Parganas, West Bengal) | Accountant cum Project Coordinator | 3 Years (2005-2007) | * Keeping books of record in Tally 7.2 * Preparing Final Account. * Preparing project wise financial and variance report * Doing liaison with Donors and Chartered Accountants * Monitoring and coordinating the the projects ( TdH Geneva, Trickle Up, WBVHA, UNICEF) in Sundarban region and RCH-II in Kolkata * Reporting to donors in periodically | For better opportunity | * Project holder * Chartered Accountants * Donors * Government |
| **B, Chatterjee & Co.** (Chartered Accountants Firm)  Kolkata | Accountant | 6 Years (1999-2004) | All kinds of Accounting and financial work | For better opportunity | Chartered Accountants |
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1. **Professional Courses, Trainings & International Exposures**

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| **Name of Course/training** | **Subject** | **name of organization/Training Institute/visit with Place** | **Duration of course/Training with dates** |
| Training Programme on Financial Management | Financial Accounting management in a Society/Trust | Sir Dorabji Tata Trust | 29-31 Jan.,2013 |
| System Development | Training on  Office Administration and Financial Accounting development | CRY-Child Rights and You | 5 days training In 2008 |
| System Development | Training on  Office Administration and Financial Accounting development | TdH, Geniva | 5 days training In 2006 |
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1. **Language : Bengali, Hindi and English**
2. **proficiency**- Okay, Good, Excellent

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| **Efficiency/Language** | **English** | **Hindi** | **Bengali/Oriya (please specify)** | **Other (please specify)** |
| Speaking | Good | Good | (Bengali) Excellent |  |
| Reading | Good | Good | (Bengali) Excellent |  |
| Writing | Good | Okay | (Bengali) Excellent |  |

1. **Computer literacy**- Don’t know, Okay, Good, Excellent

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| **Programs** | **Proficiency** |
| Microsoft word | Excellent |
| Microsoft Excel | Excellent |
| Microsoft Power point | Excellent |
| Microsoft Access | Don’t know |
| Microsoft Publisher | Okay |
| Adobe Page Maker | Good |
| STM (Bangali Software) | Excellent |
| Use of Internet | Excellent |
| Tally ERP.9 | Excellent |
| FACT | Good |
| ACE | Good |