

CURRICULUM VITAE

Sujit Naskar

Graduate - B.Com, B.P.ED

Diploma in Computerized Financial Accounting

Address : Indra Pally , Mokdumpur,

Malda -732103, W.Bengal

E-mail : naskar@rediffmail.com

Contact Number: +91 9733 44 5758



OBJECTIVE

: To Achieve the Organizational goal through knowledge, learning, confidence, & hard working.

SUMMARY

: About 18 years experience in the field of Professional areas as an Accounts executive/manager, Customer Service Officer, Branch Operation officer.

PROFESSIONAL PROFILE

:
ORGANIZATION NAME : **Poonawalla Fincorp Ltd.** [Formerly Known as **Magma Fincorp Ltd.**]
DATE OF JOINING : **31/12/2018**
DURATION : **31/12/2018 to till Now**
DESIGNATION : **Sr. Executive - Customer Service Officer**
[Prior to that, **Sr. Executive – Branch Ops Officer**]
LOCATION : **Malda, West Bengal**
RESPONSIBILITY : **Resolve Customer's Query, Request, Grievances & Cross sale.**

ORGANIZATION NAME : **Bizmart Properties Pvt. Ltd.** (CEAT Authorized Distributor)
DATE OF JOINING : **10/01/2018**
DURATION : **10/01/2018 to 25/12/2018**
DESIGNATION : **Branch in Charge**
LOCATION : **Malda, West Bengal**
RESPONSIBILITY : **Manage day to day branch operations & business.**

ORGANIZATION NAME : **Bizmart Projects Pvt. Ltd.** (Ashok Leyland Authorized L.C.Vehicle Dealer)
DATE OF JOINING : **01/06/2014**
DURATION : **01/06/2014 to 08/01/2018**
DESIGNATION : **Accounts Manager**
LOCATION : **Siliguri, West Bengal**
RESPONSIBILITY : **Manage day to day Accounts**

ORGANIZATION NAME : **MF Process & Solutions Pvt. Ltd.** [Formerly Known as **Magma CF Services Pvt. Ltd.**]
DATE OF JOINING : **26/03/2010**
DURATION : **26/03/2010 to 01/03/2013**
DESIGNATION : **Accounts Executive**
LOCATION : **Malda, West Bengal**
RESPONSIBILITY : **Manage branch Accounts & Cash Handling**

ORGANIZATION NAME : **NewLine AutoTrack Pvt. Ltd.** (TATA Authorized Commercial Vehicle Dealer)
DATE OF JOINING : **01/12/2007**
DURATION : **01/12/2007 to 25/03/2010**
DESIGNATION : **Accounts Manager**
LOCATION : **Malda, West Bengal**
RESPONSIBILITY : **Manage day to day Accounts**

ORGANIZATION NAME : **New e-Valley** (Direct Channel Partner: Tally (India) Pvt. Limited)
DATE OF JOINING : **01/07/2006**
DURATION : **01/07/2006 to 30/11/2007**
LOCATION : **Malda, West Bengal**
RESPONSIBILITY : **Tally Software Sales & Support.**

ORGANIZATION NAME : **New Malda Diesels** (Authorized Dealer : Honda Motor Cycle & Scooter India P. Ltd)
DATE OF JOINING : **21/04/2004**
DURATION : **21/04/2004 To 30/06/2006**
DESIGNATION : **Accounts Manager**
LOCATION : **Malda, West Bengal**
RESPONSIBILITY : **Manage day to day Accounts**

PROFESSIONAL TRAINING : **Successful completion of Training program regarding the product up-gradation (Tally 7.2 to Tally9) conducted by Tally (India) Pvt. Limited.** Besides,
Successful completion of the System Maintenance (Computer Related) and Back Office Maintenance Training from HMSI (Honda Motor Cycle & Scooter India Pvt. Ltd.

EDUCATIONAL QULIFICATION : **Passed B.P.ED Examination** from K.D.Pawar Physical Education College, Saoner (Nagpur) under Rashtrasant Tukadoji Maharaj University in 2014 with 1st class securing **77.42%** marks.

Passed **B.Com (Pass) Examination** from Malda College, Malda (W.B.) under North Bengal University in 2003 with 2nd class securing **50.1%** marks.

Passed from A.C.Institution, Malda (W.B.) with 2nd div. securing **51.8%** marks in **Higher Secondary Examination** of W.Bengal Council of Higher Secondary Education in 1998.

Passed **Madhyamik Examination** of West Bengal Board of Secondary education from Madhabnagar Badalmoni High School, Malda in 1996 with 1st div. **61.2%** marks.

PROFESSIONAL QUALIFICATION : Learnt Computer Fundamentals (M/S Word, Excel, Power-Point, Windows'98, & Internet) & Diploma in **Financial Accounting (F.A.-Tally)**, from **Brainware Computer Academy**.
Learnt Typing in English and Bengali from Mokdumpur Commercial College, Malda with Speed 40 w.p.m. (in English) and 20 w.p.m (in Bengali).

PERSONAL INFORMATION :
FATHER'S NAME : Sri Rampada Naskar
PERMANENT ADDRESS : Indra Pally, Mokdumpur, P.S-English Bazar, Malda-732103, West Bengal.
DATE OF BIRTH : 10th of February 1980.
NATIONALITY : Indian.
RELIGION : Hinduism.

Date : 21/11/2022

Place : Malda,(W.B.)



(Sujit Naskar)