

SANDIP KUMAR DAS

Phone No : 91630-21527

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Objectives:

Organized **Senior Executive Branch Accounts Operation Officer** who effectively identifies and resolves complex financial issues. Thrives in fast-paced and ever-changing business environments. Knowledgeable and innovative professional whose success is based on integrity exceptional customer service efficiency and ambition.

Strengths:

- ❖ Strong Inter personnel skills to suit every needs and requirement
- ❖ Adaptability to fit any where
- ❖ Analytical approach to learn and work
- ❖ Good understanding & Confident

Summary of Skills and Experience:

- 1) Working in **Poonawalla Fincorp Ltd (Formerly known as Magma Fincorp Limited)** as a **Senior Executive Branch Accounts Operation Officer** at Kharagpur (W.B.) **from 01.01.2013 till date.**

Nature of work

- Br. Accountant cum Cashier
- Maintaining Accounts of the branch
- Sending Fund Flow daily basis to H.O.
- Collecting Installment from Customer
- Cash & Cheque deposit at Bank daily basis
- Maintaining petty cash as per the policy guidelines
- File booking and despatch (Operation work)
- Representative of HR/ADMIN/IT Coordinator
- **Customer Service Officer**
 - Follow up with H.O. for NOC & Insurance of the Customer
 - Solving the queries of the customer regarding EMI, NOC Insurance etc.
 - New Business Lead (Cross Sale Function) generate
 - Coordination with customer and marketing executive
 - Continuous follow up the aforesaid matter
 - Maintaining good relationship with customer.

- 2) Worked in **Sarat Industries Limited** as a **Junior Accountant** from **01.10.2011 to 31.12.2012.**

Nature of work:

- Stock maintenance
- Report production
- Statement of Bill
- Cash handling
- Weekly Billing
- Invoice entry
- Calculation of Salary & Wages

3) Worked in **S.K. Agarwala & Associates** as a **Trainee** from **01.02.2008** to **30.09.2011**.

Nature of work:

- B.R.S entry in Tally package
- Vouching of Purchase
- Sales, Purchase & Sales Return and others office work

Computer Knowledge:

- MS Office (Word, Excel), MS Dos, Tally 7.2
- Certificate of **Financial Accounting System** from **ENTALLY YOUTH COMPUTER CENTRE**.
- Certificate in Manual Accounting System from **Bengal Tax Council Educare Pvt. Ltd.**

Education Qualification:

| <u>Name of University</u> | <u>Year of Passing</u> | <u>Percentage of Marks</u> |
|---------------------------|------------------------|----------------------------|
| WBBSE | 1996 | 54.44% |
| WBCHSE | 1998 | 51.50% |
| B.COM | 2002 | 43.33% |

Personal Details:

Present Address: 133/4/1, Maharaja Nanda Kumar Road (S), Baranagar, Kolkata-700036

Date of Birth : 27/09/1977

Father's Name: Swapan Kumar Das

Marital Status: Single

Category: General

Languages Known: English, Bengali, Hindi

Nationality: Indian

Place : Kolkata

Date :

(SANDIP KUMAR DAS)