**CURRUCULAM VITE**



**NAME-A BASU**

**At-Dewan Bazar, Telugu Street, Po: Buxi Bazar, PS: Cuttack, Pin-753001 (Odisha)**

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**COMPUTER OPERATIONS & OFFICE ADMINISTRATION & CASH COUNTER OPERATION & ACCOUNTS ASSISTANT & CUSTOMER SERVICE SUPPORT.**

Seeking challenging assignments across the industry

Searching for a good opportunity where I can explore myself and improve my organization as well.

Current Location-Bhubaneswar.

Expected Salary as per market standard.

**SUMMARY OF SKILLS**



* A competent and diligent professional, offering **5+ years** of rich cross functional exposure across **Office Management, Computer Operation, Clerical Support and Relationship Management;** currently working as **Computer Operator Cum Office Assistant** with **BECIL(BROAD CAST ENGINEERING CONSULTANT INDIA LTD.) FOR CABLE TV DIGITISATION PROJECT.**
* Effective communicator with exceptional analytical & problem solving skills & expertise in **Windows, MS Office, Oracle, Tally**
* Enriched with the ability to learn new concepts & technology within a short span of time.
* Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.
* Maintain and document computer programs to meet reporting requirements. Organize, prioritize and maintain administrative and instructional computing requests/needs.
* Handle day-to-day general correspondences like letters, faxes, Emails and efficiently manage proper and accurate records of incoming/ outgoing communications and confidential files.
* Inventory maintenance.
* Preparing daily Accounts reports and business reports



**Technical Skills**

Operating System : Dos, XP, Vista, Windows 7, Windows 8

Platform : MS Office, Tally ERP 7.2, Oracle Accounting Module**.**

PAN NET Accounting Software panoramic group of companies own software.

**ACADEMIC QULIFICATION:**

* **Master of Finance Control (MFC**), **Post-Graduation 2011**

Arya School of management & IT, Under Utkal University, Bhubaneswar.

* **Bachelor of Commerce, 2009**

Netaji Subash Memorial City College, Cuttack under Utkal University

* **Class XII 2005**

Netaji Subash Memorial City College Cuttack under Council Of Higher Secondary Education.

* **Class X 2003**

Bhakta Madhu Vidya Pitha School, Cuttack under the Board Of secondary education Orissa.

* **Completed a certificate course in Tally 7.2 in 2007 at ITECH Computers Cuttack**
* **Completed a Certificate course in PGDCA in 2005-06 at IICSM Computer Cuttack.**



**PROFESSIONAL EXPERIENCE**

**BECIL (Broad Cast Engineering Consultant India Ltd.)**

**A Government of India Mini Ratna Companty since Dec’15**

**Computer Operator cum Office Assistant and Support Service**

* Multi System operator & Local Cable Operator service support
* Office Expenses All bill processing
* All the back office related work.
* Handling overall responsibilities pertaining to routine correspondences of the company and efficiently looked after overall Data management of the files while ensuring accuracy, precision & facilitating easy retrieval of records whenever required.
* Efficiently handle overall responsibilities pertaining to routine correspondences of the organization and administering data management of various files while ensuring accuracy, precision and facilitating easy retrieval of records whenever required.
* Accountable for performing the entire computer related jobs and streamlining the office management system; making computer presentations and preparing documents for various assignments; efficient in proper filing and maintenance of each and every correspondence in Ms Word, Excel and other tools.
* Handle day-to-day general correspondences like letters, faxes, Emails and efficiently manage proper and accurate records of incoming/ outgoing communications and confidential files.
* Maintaining bills of expenses and forwarding the same to the accounts department for clearance
* Providing administrative services, responsible for general maintenance of the office and also scanning and Drafting Important Letters.

**JOB PROFILE: Pancard Clubs LTD.**

**A Division of Panoramic of Group of Companies Apr13 to Dec15**

**Cash Counter Operation cum Office Executive cum Assistant Accountant and Office Administration.**

* All the back office related work.
* Making Vouchers entries in oracale
* Inventory maintenance.
* Accountable for performing the entire computer related jobs in the office and streamlining the office management system; making computer presentations and preparing reports for various assignments; efficient in proper filing and maintenance of all the reports
* Preparing daily Accounts reports and business reports.
* Preparing monthly expenditure budget.
* Preparing Various MIS reports.
* Handling overall responsibilities pertaining to routine correspondences of the company and efficiently looked after overall Data management of the files while ensuring accuracy, precision & facilitating easy retrieval of records whenever required.
* Taking cash collection from parties and generating online money receipts by entering the data in company software e.g. PAS based on SQL server.
* Taking cash from counters and counting total cash and preparing daily cash Business report and send to H.O. everyday end report.
* Managing cash deposits in Bank
* Preparing Monthly closing Business report and mailing to H.O.
* Maintaining payment details of Marketing persons both Cash & Cheques
* Any Other work assigned by the –Manager from time to time**.**
* Handle day-to-day general correspondences like letters, faxes, Emails and efficiently manage proper and accurate records of incoming/ outgoing communications and confidential files.
* Providing administrative services, responsible for general maintenance of the office and also scanning and Drafting Important Letters.
* Overseeing & managing the correspondence with other departments/ external agencies

**Work Experience:**.

**BROADCAST ENGINEERING CONSULTANT INDIA LTD.**  **Since Dec-15**

A Government of India Miniratna Company

**(As a Computer Operator cum Office Assistant)**

For Implementation of Cable TV Digitization Project

**PANCARD CLUBS LTD A DIVISION OF PANORAMIC GROUP OF COMPANIES.** **April-13 toDec-15**

**(As Cash Counter Operation and Office Executive cum Assistant Accountant)**

Selling Holiday packages through Agents Networking**.**

**AC-NIELSEN”, A Market Research Company Mar-12 to Jan-13**

**Data Supplier Trainee**

*Job Description:* Doing survey and collecting data as our company needs. The data is collected from the clients of our company like Coca-Cola, ITC, P&G. Other Electronic and FMCG and Pharmacy Companies.

**SUMMER PROJECT:**

Organization: ICICI direct.com, Cuttack

Project Report: Analysis on Mutual Fund

Project duration: May 25th to July 5th 2010.

Project Brief: The project involved to find the customer perception towards the company and the mutual fund and analysis on the mutual fund requirement and how much percent peoples and which age group peoples and which kind fund or which scheme they really interested to invest and the liquidity position in the mutual fund with the data of the icici direct.com and directing interacting with customer of the icici direct.com. The Project also deals with questionnaires development, analysis of data and interpretation.



**Date of Birth:** 30th April 1987

**Languages Known:** English, Hindi, Oriya and Telugu,

**Hobbies:** Cricket and Listening to Music

**References:** Available on Request

**DECLARATION**

I hereby notify that all the above mentioned statements are true to the best of my knowledge.

Thanking you for your kind attention.

Date

Place: Cuttack Signature