**KUNAL DEY **

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**SYNOPSIS**

* Completed **MBA (Marketing Major Specialisation)(Finance Minor Specialisation)**from **Bharatiya Vidya Bhavan Institute Of Management Science,Kolkata**, with CGPA
* Gained organisational exposure during Summer Internship with **The Hindu &** have work experience of 6 months from **Market Quotient Business Solution** and2 Year 6 Months\*from **Capgemini India Pvt Ltd.**
* A quick learner with the ability to work under pressure and meet deadlines (TAT).
* Strong inter personal skills and ability to organise events and handle Team.
* Having pleasant personality and keep patience under pressure.

**ACADEMIA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Year** | **Board/Univ.** | **Institute** | **SGPA/%** |
| **MBA** | **2011-2013** | **West Bengal University of Technology** | **BharatiyaVidyaBhavan Institute Of**  **Management Science,Kolkata** | **7.13**  **(out of 10)**  **(4thSem)** |
| **B.Com** | **2010** | **University Of Calcutta** | **Dum Dum MotijheelRabindraMahaVidyalaya** | **43.93** |
| **XII** | **2007** | **W.B.C.H.S.E** | **Dum Dum K. K. Hindu Academy** | **62.00** |
| **X** | **2005** | **W.B.B.S.E.** | **Dum Dum K. K. Hindu Academy** | **70.00** |

# WORK EXPERIENCE

**1.**

* Worked with **Market Quotient Business Solution.**
* Title : Research Associate
* Duration : 6 months

**2.**

* Working with **Capgemini.**
* Title : Process Associate (promoted to P2)
* Duration : 2 Years 6 Months\*
* Key Skills :
* **Processer** & **Auditor** for Time and expenses for Capgemini North America Accounting centre (includes Expense invoices processing/Payments/ Follow up for missing invoices & receipts).
* Working with **US Client** for **Reimbursable Expense Auditing**/ Financial/Business Analysis.
* Responding to **e-mails** and **makes calls** regarding **billing problems** or **payment related queries**.
* **Financial Reporting** to Client and Internal Teams (Based on Time & Expense Reporting).
* Creating **Business Logic** and **control points**.
* **Replicon** Time and Expense tool & **Concur** Expense Tool Expert implementer.
* Operating **GFS** & **SAP (HR Tool)**
* **Payments** and **Application Admin** **Support**.
* System Integration **Testing**.
* Validation check on Application and Interface related issues with multiple Excel file based Reports.
* Monthly Project (Team) **Engagement** **Review**.
* **SOP creation** & Handling (Including **Process Map**)
* **Dashboard** Data Handling (Partially)

# ORGANISATIONAL EXPERIENCE/TRAINING ATTENDED

* Worked with **THE HINDU**.
* Title : Summer Internship Project
* Duration : 2 months
* Organisation : The Hindu
* Project detail : A study on current sales and distribution method & market position of the Business Line with the comparison to the other business dailies.
* Learnt the ability to work in a fast paced environment while maintaining high degree of accuracy.
* Learnt how to convince customers to buy the product.

**COMPUTER PROFICIENCY**

* **Elementary knowledge of Windows operating systems**
* **Microsoft Office 2010**
* **Internet**
* **CFA from BRAINWARE COMPUTER ACADEMY (TALLY 9, FACT, PAYROLL)**

**LANGUAGE [Written & Spoken]**

Languages: English, Bengali, Hindi.

**EXTRA CURRICULAR ACTIVITIES**

* **Swimming**
* **Gymming**
* **Writing Poetry**
* **Actively participated in different activities like organising different events in school and College level.**

**PERSONAL DETAILS**

Father’s Name : Mr.Gitendra Kumar Dey

Mother’s Name : Mrs. Mita Dey

Date of Birth : 16 February 1989

Permanent Address : 7/A Narasingha Avenue,

Kalpana Apartment, 1st Floor,

DumDum, Nager Bazar

Kolkata-700074

Marital Status : Single

Hobbies : Observing people, Watching Movies,

Listening Songs, Photography ( Ameture Level).

KunalDey

Date: