

# BIODATA

## Subhodeep Roy Chowdhury



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### **Career Objective:-**

To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of operations.

### **Key Skills:-**

- > Self motivated
- > Tolerant and flexible to different situations
- > Problem analysis and problem solving
- > Organizational skills and customer service orientation
- > Adaptability and ability to work under pressure
- > Initiative with a high level of energy.

### **Academic Qualification:-**

- > Madhyamik from Behala Aryaa Vidyamandir under W.B.B.S.E in the year 2003.
- > Higher Secondary from Barisha High School under W.B.C.H.S.E in the year 2005.
- > B.Com (Hons) from Calcutta University in the year 2008.

### **Work Experience:-**

- > AB Group [AB Engineering Services & AB Techno Pvt. Ltd.]  
(From 1<sup>st</sup> Feb 2008 to 31<sup>st</sup> Jan 2012)

Designation: Accountant

Company profile: AB Group are two parts, i) AB Engineering Services & ii) AB Techno Pvt. Ltd. One is CP's Dealer of Air Compressor, Air Dryer, Pneumatic Tools and other is Manufacturer of Air Dryer, Air Compressor, Air Receiver, Chimney etc..

Now they are providing sales & service to its clients throughout the country.

Job Profile:

- Responsible for reviewing, compiling and analyzing financial information to prepare entries.
- Coordinate with customers & resolves their issues & queries.
- Prepare general ledger accounts and document business transactions.
- Maintain and coordinate the implementation of accounting control procedures.
- Prepare and review budget, revenue, expense, service bill, commission bill, invoices and other accounting documents.

- *Resolve accounting discrepancies and interact with internal and external auditors in completing audits.*
- *Maintain all type of banking work just like Bank Book maintains, Bank Reconciliation.*
- *Maintain Central Purchase, Customers road permit & also "C" Form.*
- *Maintain all type of Vendor Registration & also its follow up.*
- *Maintain VAT, CST and also paid it through online.*
- *Maintains of Stock of Spares for Forklift of Voltas (only maintain by Computer).*

> **West Bengal Govt. Press**

*(From 11<sup>th</sup> Feb 2013 to 31<sup>st</sup> May 2017)*

Designation: *Contractual Employee*

Department: *Purchase Department.*

Job Profile:

- *Maintained Tender, Quotation.*
- *Prepare Budget Sheet*
- *Prepare Comparative Statements , others.*

> **A.M. Associates**

*(From 14<sup>th</sup> Feb 2015 to 31<sup>st</sup> May 2017)*

Designation: *Executive Trainee- Part time*

Company profile: *Legal & Tax Consultancy Firm.*

Job Profile:

- *Maintain Purchase or Sales Register of some clients.*
- *Calculation of VAT, CST*
- *Stock Audit & School Audit*
- *Online Payments of Prof. Tax, VAT, CST & others.*

> **St. Xavier's University, Kolkata**

*(From 12<sup>th</sup> June 2017 to 11<sup>th</sup> April 2018)*

Designation: *Office Assistant*

Company profile: *Educational Institution (University)*

Job Profile:

- *Maintaining Bank Book & Students Data*
- *Fees collection*
- *Maintaining Employees Salary acquittance Register*
- *Depute in Accounts Department*
- *Other relevant work in accounting department & educational work*

> **Govt. Sponsored School**

*(From 13<sup>th</sup> April 2018 to 03<sup>rd</sup> April 2025)*

Designation: *Clerk*

Company Profile: *Educational Institution (School)*

Job Profile:

- *Maintaining Bank Book & Students Data*
- *Fees collection*
- *Maintaining staffs Salary acquittance Register*
- *Maintain students database through BSP*
- *Others students related work (like Registration Form Fill up)*
- *Maintain GPF Register & Excel Sheet*
- *Maintain SSM register, Cash Book, make Utilisation*
- *Other relevant computer related work in educational institution*

### Computer Proficiency:-

- Windows-XP, MS-Office, Tally ERP 9

### Other Knowledge:-

*Some knowledge regarding Legal matter (like Preparing PASS Act, 2007 Notice, Drafting PASS Petition, Drafting Money Suit Petition, Title Searing Report, Preparing Succession Certificate, Preparing L.A. Certificate, etc. (Part time experiences from a Legal Firm).*

### Hobbies:-

- Listening to Songs, Playing Football & Cricket, Reading Story Books etc.
- Drawing & Painting (Completed 7th Year From Bangiya Sangeet Kalakendra)

### Personal Details:-

Spouse Name	: Mrs. Shatabdi Roy Chowdhury
Father's Name	: Mr. Monotosh Roy Chowdhury
Mother's Name	: Mrs. Chhabi Roy Chowdhury
Sex	: Male
Nationality	: Indian
Religion	: Hindu
Date of Birth	: 12 <sup>th</sup> February 1987
Marital Status	: Married
Permanent address	: 14/B, Jagat Roy Chowdhury Road, Barisha, Kol-700008

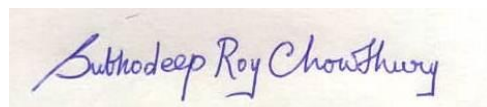
### Language Proficiency:-

- > Bengali (Read, Write, Speak)
- > English (Read, Write, Speak)
- > Hindi (Speak)

Date: .....17-04-2025....

Place: .....Kolkata.....

Signature: .....



(Subhodeep Roy Chowdhury)



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