

# KAUSHIK CHAKRABORTY

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## PERSONAL STATEMENT

To serve with an esteemed Organization where I can attend to challenging assignments with all the sincerity, honesty and dedication. To finish the job within the scheduled timeframe. To bring innovation and creativity in my work and contribute my fullest towards the achievements of the Organization goals.

## EXPERIENCE SUMMARY

Serving The Statesman Ltd. as a Scheduling (Ad Planner), MIS & Finance Executive (Ad Marketing) from 1<sup>st</sup> March 2021 till date.

Served Mission of Mercy Hospital & Research Centre as Executive – Accounts in their Finance Department, from 14<sup>th</sup> September, 2020 to 25<sup>th</sup> February, 2021.

Served ABP Pvt. Ltd. as Executive (E2) AMS, Scheduling & Ad Planning (Ad Marketing Services -AMS) Department, from 14<sup>th</sup> August, 2012 to 31<sup>st</sup> August 2020.

- ❖ Served with ISS Shipping India Pvt. Ltd. Kolkata, as an Assistant Finance Executive. From 3<sup>rd</sup> December 2008 to 25<sup>th</sup> July 2012.
- ❖ Served with Kankei Relationship Marketing Services Pvt. Ltd., Kolkata as a Vodafone Customer Care Executive and later on as Backend Support Executive in their customer relationship management [CRM] process, from 25<sup>th</sup> May 2006 to 15<sup>th</sup> November, 2007.
- ❖ Served with De Labochem (India) Pvt. Ltd., a pharmaceutical manufacturing company, as a Finance Executive / Accountant from 1<sup>st</sup> January 2002 to 30<sup>th</sup> April, 2006.
- ❖ Served with Quality Chemical Corporation, Kolkata, as an Office Executive / Assistant from 1<sup>st</sup> June 2001 to 31<sup>st</sup> December 2001.
- ❖ Served with M/S. P. Mukherjee & Co., a reputed C.A. firm, as an Articled Clerk / Office Assistant from 15<sup>th</sup> May, 1998 to 14<sup>th</sup> May 2001.
- ❖ Served with Frito-Lays, Kolkata, as a Back office cum Sales Executive in their non beverages division, from 8<sup>th</sup> June, 1996 to 15<sup>th</sup> September 1997.

## COMPUTER PROFICIENCY

- ❖ MS-OFFICE.
- ❖ RDBMS Package – MS-Access.
- ❖ Accounting Software. TALLY.

## PROFESSIONAL AND TECHNICAL QUALIFICATIONS

- ❖ Industrial Accountant Course from The Institute of Computer Accountants of India (ICA), Kolkata, in 2008-09.
- ❖ Professional Course in Accounts & Taxation (PCAT) from the Academy of Accounts & Taxation (AAT), Kolkata, in 2005.
- ❖ Diploma in Financial Accounting System (DFAS) from Youth Computer Centre, Govt. of West Bengal, in 2003.
- ❖ C.A. Foundation Course (PE-I) from the Institute of Chartered Accountants of India (ICAI) in 1997.

## KEY SKILLS & TRAITS

Account Management, Business Operations, Customer Relationship Management, Finance and Numbers, Tact and Diplomacy, Leadership, Sales and Negotiation. Flexibility, Problem Solving Abilities, Good Communication and Creativity Skills.

## EDUCATIONAL QUALIFICATIONS

- ❖ Passed B.Com (Hons) from the University of Calcutta, from City College (South), in 1996.

- ❖ Passed Higher Secondary Examination (Commerce) under W.B.C.H.S.E. from Sir N.N. Institution, Kolkata, in 1993.
- ❖ Passed Madhyamik Examination (General)) under the W.B.B.S.E. from Julien Day School, Kolkata, in 1991.

#### PERSONAL DETAILS

- ❖ DATE OF BIRTH : October 17, 1974.
- ❖ PLACE OF BIRTH : Kolkata, West Bengal, India.
- ❖ COMMUNICATION ADDRESS : 2/4 Ashoke Nagar, Tollygunge, PO Regent Park, Kolkata 700040.
- ❖ FATHER'S NAME : Mr. Juran Chakraborty.
- ❖ MARITAL STATUS : Married.
- ❖ LANGUAGES KNOWN : English, Hindi, and Bengali.
- ❖ HOBBIES AND INTERESTS : Sports, Listening to Music, Watching Good Movies & Reading Good Books.

#### REFERENCES

References are available on request.

Date:

Place: Kolkata

[Kaushik Chakraborty]

