

# **CURRICULUM VITAE**

## **Personal Details**

Name: **INDRANIL NANDI.**  
Father's Name: DILIP KUMAR NANDI.  
Permanent Address: 45C, Mahendra Banerjee Road,  
Behala, Kolkata :700060.  
Date of Birth: 31.12.1988.  
Gender: Male.  
Cast: General  
Marital Status: Married  
Contact No: 9875489423  
E-Mail: nandi.indranil656@gmail.com.



## **Work Experience**

Total experience: 13+ years.

### **Starting From Present Employer:**

1) Name of the Company: Nu Vista Ltd (Formerly Emami Cement Ltd ).

Designation: Senior Officer.  
Tenure of Job: From 15.01.2018 to till date.  
Department: Shared Service Centre.  
Location: Kolkata , West Bengal.  
Job experience: Various types of sales payable invoice processing including freight outward invoice, assist in discount disbursement, vendor reconciliation etc.  
Department: Sales Accounts  
Posting location: Raipur, Chhattisgarh.  
Job Experience: Various customer related Job, Sales order release. Outstanding follow-up etc. Invoice processing, GST follow-up, Physical stock verification at godown etc.

2) Name of the Company: Bengal Beverages Pvt. Ltd.  
Designation: Executive Sales Generating Assets(SGA).  
Tenure of Job : From 17.10.2016 to 10.01.2018.  
Job experience: Miscellaneous jobs did in accounting of Sales Generating Assets ie the Refrigerators/ Coolers of the company. Assist in audit works related to the coolers in the market. Preparation of SGA agreement etc.

3) Name of the Firm: The JK and Associates.  
Designation : Accounts Executive.  
Tenure of Job: 18.02.2016 to 14.10.2016.  
Job experience: Processing of invoices, Bank Reconciliation Statement etc.

4) Name of the Company:- WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (A Government of West Bengal Undertaking).  
Designation: Management Trainee in Finance & Accounts Division.  
Tenure of Job : 10.02.2012 to 09.02.2016.  
Job experience: Assists in loan disbursement, loan recovery, workings of loan interest, outstanding ageing. assists in Incentive disbursement & miscellaneous jobs related to Finance & Accounts with the application of ERP Oracle.

**Key skills:**

- Can do attitude.
- Energetic.
- Flexible in all shifts.
- Good command over calculations.
- Keen observer.
- Quick learner.
- Loyal towards work and duties.
- Ready to take up responsibilities.
- Can work under stressed condition.
- Good communication skills.

**Educational background:**

<b>Examination Passed</b>	<b>University/Board</b>	<b>Year of Passing</b>	<b>Result</b>
MBA ( Finance)	Sikkim Manipal University.	2016	First Class
M.com	University of Burdwan.	2014	Second Class
B.com	University of Calcutta.	2010	Second Division
Indian School Certificate Examination (ISC) Stream : Commerce	Council for the Indian School Certificate Examinations (CISC)	2007	First Division
Indian Certificate of Secondary Education (ICSE)	Council for the Indian School Certificate Examinations (CISC)	2005	Second Division
Passed BASIC includes MS -Office Package Computer Certificate course of ZED Computer Academy,(A Government Registered Institute).			

Place : Kolkata

Dated:

Signature

(INDRANIL NANDI)