

PINAKI SARKAR



✉ Email ID

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Sarkarpinaki22@hotmail.com

Personal Data

Father's Name :

Late SHYAMA PADA SARKAR

Date of Birth : 22nd May, 1972

Sex : Male

Nationality : Indian

Religion : Hindu

Marital Status : Married

Present Address

C/o Amarendra Majumder
Sreepur,
P.O. – Madhyamgram Bazar
P.S. – Madhyamgram
Dist. – North 24 Pgs.
Pin No. – 700 130

Contact No.

📞 **Mobile:-** +919038117160

Career Objective:

To be an active participant in a prestigious organization where I can put my effort and excellence with an optimistic outlook of organizational growth and self development.

Educational Qualification:

Degree : Bachelor Of Commerce (1994)

Hons. Subject : Accountancy

Institution : Sindri College, Sindri

University : Vinoba Bhave University, Hazaribag

Course : Higher Secondary (1989)

School : Sindri College, Sindri

Board : Patna University.

Course : Madhyamik (1987)

School : Rajendra High School, Sindri

Board : Patna Council

Computer knowledge:

Certificate in Financial Accounts Package (Basic Knowledge of Computer) from BRAINWARE COMPUTER ACADEMY.

Working Experience:

1. Worked with **NAROSA BOOK DIST. PVT. LTD.** as an **Accountant** from 1st February 1999-10th March 2000 in Kolkata.

Brief Summary:

- Cash Book Maintain Manually.
- Bank Book Maintain Manually.
- Stock Book Maintain Manually.
- Payroll handling.
- MIS handling
- Taking care of complete staff of database.
- General admin. related work.

2. Presently working with **Kumayun Drugs (P) Ltd.** as an **Executive Grade C** from 1st June 2000 in Kolkata.

Brief Summary:

- Day to Day accounts entry in Computer.
- Maintain Stock in Computer.
- Finalization of Accounts.
- Deposit of Cash from Party.
- Payroll handling and made payment to Employee.
- MIS handling
- GST Return Prepare and submission including Annual Return.
- ETDS Return and Income Tax Return.
- Online Creation of ESI and Provident Fund Challan.
- General admin. related work.
- Responsible for all Computer Works.

Languages Known:

- English
- Bengali
- Hindi

Strengths:

- Hardworking
- Adaptability

Hobbies/Interest:

Loves to Travel Various Places
Watching Movies.

Declaration:

I, Pinaki Sarkar hereby declare that the above information is true to the best of my knowledge.

Place: KOLKATA

Date:

(PINAKI SARKAR)

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