 **Sarat.262254@2freemail.com**

##  **Sarat**

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### Career Objective:

To put my knowledge and skills to the best of my ability for solving challenging and practical problems leading to the development and growth of the development and constantly in the stimulating and learning environment to hard work and sincerity.

#### Current Work Experience:

**Name of Employer**: **PARK GROUP OF COMPANIES**

**Designation**: **Asstt. HR**

**Period:**  01.03.2010 to till date

**Responsibility:**

* To prepare salary/wages sheet for entire Park Group Of Companies.
* To prepare salary advance, bike loan & Extra duty records maintain.
* To perform all relative jobs of ESI & P.F. for all the Park Group associates
* To prepare all challan, Returns, Registers etc. relating to ESI & P.F
* To attend ESI & P.F, offices meetings for staff grievances.
* To help outgoing staff members for withdrawal of P.F. Balance.
* To attend phone calls from staff on various queries relating to ESI & P.F. & salary.
* To Administrate Identity Cards for staff members.
* To undertake 'event management' on any celebration at office
* To prepare of TDS calculations for entire Park Group of Companies.
* Preparation of monthly salary pay slips of 2500 employees.
* Preparation of appointment letter for the new employee.
* To keep stock of office stationeries & its deliver to staff on request.
* To record/update leave positions.
* To prepare statuary ESI, P.F., P. Tax, LWF, CLR, Shops & Establishment, & MWA etc.

**Previous Jobs:**

**(2)Name of Employer** **SHRACHI GROUP**

 **Designation** **Asst. Manager- Credit Cell**

 **Period**  04.09.2009 to 28.02.2010

 **Responsibility**

* Looking after all Corporate & TPA – Regular case for timely deposit of payments and Keeping track of bills according to agreement,
* Settlement of queries in respect of bills and complete co-ordination with all the departments.
* To fulfill the target set by the Management from time to time.
* Preparation of Monthly Reports.Checking and verifying all vouchers for payment purposes**.**

**(3) Name of Employer** **Banking Loan Department**.

 **Designation** **Office Assistant**

 **Period**  10.08.2008 to 30.09.2009

 **Responsibility**

* Looking after all Corporate & TPA Regular chase for timely deposit of payments and Keeping track of bills according to agreement
* Settlement of queries in respect of bills and complete co-ordination with all the departments.
* To fulfill the targets set by the Management from time to time. Preparation of Monthly Reports.
* Checking and verifying all vouchers for payment purposes**.**

**(4) Name of Employer** **EMAMI Ltd.** (**Wright India Ltd.**)

 **Designation** **Senior Sales Representative.**

 **Period**  01.10.2006 to 10.08.2008

 **Responsibility**

* Looking after Whole South Calcutta and 24 Parganas (S) Sales. Debtors Follow up – regular chase for timely deposit of payments into our All India Collection Account.
* Keeping track on timely payment according to agreement for claiming Cash Discount, settlement of disputes, if any, with the super stockiest.

**Academic Qualification:**

Bachelor of Commerce from Calcutta University (India)- 2006

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## **Computer Proficiency:**

* WINDOWS, MS - Office (WORD, EXCEL, POWER POINT).
* ERP system & Financial Accounting Packages (Tally7.2. Fact. etc)
* Basic of Technical Analysis & Advance Technical Analysis. (S.G.Consultancy Services Co.)

##  **Language Proficiency:**

English, Hindi and Bengali. (All Write, speak & read)

## **Strength:**

* Creative, energetic and honest person
* Like to invite challenges in life as and when they come.
* Take pride in being a part and parcel of a progressive group and escalate my skills and when required for the benefit of a team.
* Communications skill, Confident, Committed & Positive Attitude, Team management.

## **Extra Curricular Activities / Interests:**

Participating in-group excursions, listening to Songs & Playing cricket.

Taking part in social and cultural programs.

Played Cricket for Inter School.

Served as volunteer in Vaccination, & Blood donation camp.

## **Personal Statement:**

* I am an enthusiastic, committed and focused person. My constant pursuit of professional excellence coupled with my ability to learn and apply, make me an ideal candidate capable of delivering results in a dynamic and performance-oriented environment.

**Personal Details:**

* Marital Status : Married
* DOB : 19th Oct’1983
* Hobby : Travelling, Sports

**Declaration:**

* I hereby declare that the above furnished details are true with proven records.