**RESUME**

***BIKASH***

**E-MAIL ID :** **bikash.310870@2freemail.com**

***\*CAREER OBJECTIVE:***

I am seeking a challenging position in a pleasant working environment, which will permit me to continue the best learnt practices and expanding my skill set and knowledge base.

***\*PERSONAL SKILL*:**

**\*** GOOD COMMUNICATION SKILL.

**\*** ABILITY TO WORK IN A GROUP.

**\*** LEADRESHIP QUALITY.

**\*** WILLINGNESS TO LEARN.

**\*** HONEST,SINCERE AND A HARD WORKER WITH A HIGH LEVEL OF INTEGRITY**.**

***\*PERSONAL INFORMATION :***

DATE OF BIRTH : 14TH JANUARY 1992

NATIONALITY : INDIAN

RELIGION : HINDU

SEX : MALE

MARITAL STATUS : SINGLE

LANGUAGES KNOWN : HINDI,ENGLISH & BENGALI

HOBBIES : LISTENING MUSIC & PLAYING CRICKET

***\*EDUCATIONAL QUALIFICATION:***

|  |  |  |
| --- | --- | --- |
| **Year** | **NAME OF THE EXAM** | **BOARD/UNIVERSITY** |
| 2009-2012 | B.COM | CALCUTTA UNIVERSITY |
| 2008-2009 | HIGHER SECONDARY | W.B.B.H.S.E |
| 2007-2008 | MADHYAMIK | W.B.B.S.E |

*\*****COMPUTER SKILL:***

 Diploma in Finanacial account,Ms-office,Ms-excel & Accounting package tally.

***\*EXPERIENCE:*** 1) One year worked in **Merit Trac** Company as a AUR from Sept'2012 to

 Sept.2013.

 2) One year worked in **Geetham Traders Pvt.Ltd**. as a Accountant From

 Oct 2013 to Feb 2015.

 3) At present working in **Security Engineers Pvt. Ltd** as a office executive &

 Supervisor cum administration from 17thAug.2015.

***DECLARATION :***

I hereby declare that the information furnished in this document is complete & correct to the best of my knowledge & belief.