CURRICULUM VITAE



DEBABRATA

DEBABRATA.348913@2freemail.com

OBJECTIVES:To gain employment with a company where my experience and knowledge can be used effectively.

EDUCATIONAL QUALIFICATIONS:

Rail Transport Management (one year Diploma)

RailBhavan ,Raisina Road , NEW DELHI – 110001, Issue : 1997

PORT DEVELOPMENT&Management (2yearsDiploma)

Rail Bhavan ,Raisina Road , NEW DELHI – 110001, Issue : 2003

Financial Accounting System (6months)

Computer Traning Institute State Youth Centre, Kolkata – 700009,Issue: 1997

Bachelor of Commerce from Calcutta University (3years)

Calcutta University, Calcutta – 700009,issue: 1995

Higher Secondary Certificate (W.B.C.H.S.E)

S.A -Vidhya Pith - DebogramNadia, West Bengal council of Higher Secondary Education, W.B. India.Achievement year 1991

Secondary School Certificate (W.B.B.S.E)

Purbajagada Nanda purSaha para High School , Nadia ,West Bengal Board of Secondary Education , W.B. India. Achievement year 1989

PROFESSIONAL STRENGTHS:

*Possesstwo yearof experience asAssistant Accountantin Mahindra & Mahindra Tractor division of Golden Motors PVT. LTD.Palassy , West Bengal . India.*

* *Possess two year of experience as accountant & Reception in Charge ISKCON in Maya Pure, Nadia, WestBengal,and India.*
* *In-depth knowledge of excel,word, office, internet.*
* *Ability to shoulder responsibility.*
* *Possess good communication and team spirit Knowledge of Computer Fundamental, Computer Networking.*
* *Possess excellent working skills in accounting.*
* *Ability to complete assigned course within limited time period*
* *Affiliate Student member of the chartered Institute of*

*Transport Founded 1919 Incorporate by Royal charter*

*1926.(Roll No AF-068) 80 Portland place London.*

*W1I4DP. Great Britain.*

 *\* Affiliate student member of the Institute of Logistics*

 *And Transport, Earl street Court, Earl street Road.*

* *P.O.Box-5787 CORBY, NORTHANTS, NN174XQ*. (UK).

TECHNICAL SKILLS:

* Typingin data entry.
* Making file,folder,office workexcel .
* Operating Systems: Windows98, Windows2000, Windows XP, Windows Vista, Windows 7,
* Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express.

 Windows 98, Windows 2000, Windows XP, Lotus

Ms Word, Ms Excel, Tally 5.4, 6.3, 7.2

* Mail Marge, Internet

PROFESSIONAL EXPERIENCE:

I smart Global Pvt. Ltd Company,data entry operator, Durgapur, west Bengal, Jan 2007 to Jan 2008.

Position: On- line Mobile cap- entry of I smart Company

* Handled the tasks of teaching concepts like Computer Data – entry & mobile on – line data entry.
* Responsible for data - entry checking capentry.
* Responsible for providing guidelines to cap entry to data – operator & help them to complete work.

*SAFAR RENT A CAR, BIN – OMRAN , DOHA – QATAR ., PO BOX - 15789 from - 21th April 2009 to 21stApril 2014.(Contractperiod)*

Position:Office in Charge &Accountant (Full Time)

* Handled the maintenance and upgrade of accounts & office staff handle.
* Maintenance of saloon car Honda accord &city.
* Maintaining driver routine work limousine system.
* Provide one to one support to the Customers and use different types of account car rent&limousine servicework.

PERSONAL INFORMATION:

* Date of Birth: 19/07/1974 ( 19TH JULY 1974 )
* Sex: Male
* Marital Status:Married
* Blood group : 0+

Languages:

* English Languages: Speaking, Reading & Writing,
* Hindi: Fluent in Speaking.
* OTHER TRATIS : Tend to place a lot of trust in a lot of people which in Many occasions has been rewardingly reciprocated