Tushar Kanti Dutta

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Dumdum

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Work Experience:

 **First Employer**: Manik NandiRice Mill

 **Industry Type**: Mill of Rice Making and distribution.

 **Job Roll**: Administration cum office assistance.

**Responsibilities**: Stock and inventory maintenance (Mainly), bills receive, making vouchers, and make

 daily stock report.

 **Duration**: 7 months (from August 2009 to March 2010).

**Second Employer**: Saradha Realty

 **Industry Type:** Investment and realty sector and some others.

 **Job Roll:** Maturity Executive

 **Responsibilities:** Branch operation and interaction, Maintain data bank in online DBMS system,making

 Daily and monthly payment report through excel with made of daily business report.

 **Additional:** Branch inspection and review twice in a month. Checking voucher and their daily

 payment process, check daily cash book. Provide software DBMS training to those are

 new recruited in branch.

 **Duration:** 2 and 4 months (1st November, 2010 to January 2013).

**Academic Qualifications:**

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| --- | --- | --- | --- | --- |
| **Qualification** | **Passed Year** | **Board/University** | **School/collage** | **Marks obtained** |
| MBA(Finance) | 2010 | WBUT | NSHM Business School | 74.7% |
| BBA (Hons.) | 2008 | WBUT | MID (Durgapur) | 68% |
| Higher Secondary | 2004 | WBCHSE | Bikna KPS Vidhyapith | 50.4% |
| Secondary | 2002 | WBBSE | Bankura Zilla School | 63% |

 **Project Done:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Industry Name** | **Duration** | **Year** |
| Working Capital Mgnt.  | Durgapur Steel Plant(SAIL) | 6 weeks | 2010 |
| Financial and cost Mgnt. | Burn Standard  | 3 weeks | 2010 |

Extra Curricular Activities:

* Done Market Survey on GOLD FLAKE (ITC) at Durgapur.
* Former district Cricket player under 19 team in Bankura.

 I hereby solemnly declare that all the information given above is true and correct to the best of my knowledge and belief.

Date: Tushar Kanti Dutta