

CURRICULUM VITAE



DEBDIP ROYCHOWDHURY

S/o. Jyotirmoy Roychowdhury
83/1/1, Ichapur Road, Kadamtala,
Howrah-711101.
West Bengal.

MOBILE No. :- 09831538797

E-Mail :- debdiproychowdhury@rediffmail.com

PROFESSIONAL : To become an able professional, capable of handling challenges and strive for excellence in working towards company's progress utilizing and Developing all my skills and resources.

PERSONAL : I feel satisfied after completing my job with honesty and sincerity.

ACADEMIC QUALIFICATION :

SL. NO.	EXAMINATION	BOARD/UNIVERSITY
01.	B.Com. (Hons.)	Calcutta University
02.	Higher Secondary	West Bengal Board
03.	Secondary	West Bengal Board

PROFESSIONAL QUALIFICATION :

"DIPLOMA IN FINANCIAL ACCOUNTING SYSTEM" from WEST BENGAL YOUTH COMPUTER CENTER.

SOFTWARE PROFICIENCY :

MS-OFFICE, INTERNET, ERP, TALLY.

ORGANISATION	PERIOD	DEPARTMENT	DESIGNATION
SURRENDRA YAMUNA & ASSOCIATES	FROM JULY, 2005 TO MARCH, 2007	AUDIT	AUDITOR ASSISTANT
PAHADI MARKETING PVT. LTD.	FROM APRIL, 2007 TO MARCH, 2008	ACCOUNTS	ACCOUNTANT
HINDUSTHAN ENGINEERING & INDUSTRIES LTD.	FROM APRIL, 2008 TO Till Date.	PURCHASE	PURCHASE ASSISTANT

Contd./2

- ◆ Over 9 years of Experience in Purchase Department in Railway Wagon Manufacturing Organisations.
- ◆ Supervises Loading and Unloading of Materials.
- ◆ Maintain all Documents, Registers related to purchase.
- ◆ Receive Documents and ensures proper filing for easy traceability.
- ◆ Coordinates with production department.
- ◆ Follow up materials from different vendors (For Wagon & Railway Track components).
- ◆ Arrange Goods vehicles for Local Transportation.
- ◆ Seeking Proper new vendors for better production.
- ◆ Arranging of Materials (Local Purchase).
- ◆ General Administration Works.

NAME : DEBDIP ROYCHOWDHURY
FATHER'S NAME : JYOTIRMOY ROYCHOWDHURY
DATE OF BIRTH : 29.10.1982.
SEX : MALE
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
RELIGION : HINDU
LANGUAGES KNOWN : BENGALI, ENGLISH & HINDI

DECLARATION

I hereby declare that the informations furnished above is correct and true to the best of my knowledge

DATE :

PLACE :

(**DEBDIP ROYCHOWDHURY**)