

## Curriculum Vitae

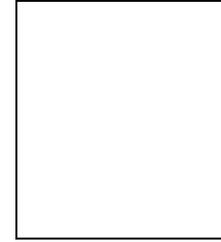
**Name: Sudip Sadhukhan**

**Address:** 18, Ananda Khan Lane, P.O- Hatkhola,

P.S- Jorabagan, Kolkata- 700005, West Bengal

**Contact:** 9836130492

**Email Id:** sudipsadhukhan625@gmail.com



**Objectives:** Being a part of organization where talent is recognized and appreciated and help the organization to grow, thus enhancing my personal growth as a professional.

### **Educational Qualification:**

Examination	Board	School/ College	Year of Passing	Division
Secondary Examination	W.B.B.S.E.	The Oriental Seminary	2009	2 <sup>ND</sup> Division
Higher Secondary Examination	W.B.C.H.S.E.	The Oriental Seminary	2011	1st division
<b>B.Com</b>	Calcutta University	Srischandra College	2014	2 <sup>ND</sup> Division

### **Professional Experience**

**1. Works as a Compliance Executive in Genius Consultant Ltd (17.1.2017 to 31.08.2018).**

**2. Works as an HR Executive Personnel in Compliance Department in Aparajitha Corporate Services Ltd in ITC LTD project (01.09.2018 to 14.02.2019).**

**3. Works as a Compliance Executive in Prompt HR Corporate Solutions Pvt Ltd.**

- PF, ESIC, PT Computation & generate challan within time, Filing ESIC & PF monthly returns within 15th of every month.
- Preparing CLRA register, Wages Register, Muster Roll, Adult Register and other register under Factory Act, Shops & Establishment Act, Minimum Wages Act and Payment Wages Act.
- All types of Factory Return filling within proper time. Preparing Renewal of Shop & Establishment Related Documents.
- Maintaining audit records (CLRA & Minimum Wage) for Clients under the Labour Laws.
- Maintaining track records of ESIC E-Pehchan cards, and Timely allotment of ESIC numbers and Pf numbers.
- Responding the Mails.

### Computer Skills/Achievements

- Got Professional Certificate from ICA
- Got Certificate for PageMaker 7, Corel Draw 11 & Photoshop CS2

### Software/Computer Proficiency

- Business Computer Application
- Business Accounting & Accounts Reconciliation
- Direct Tax & Indirect Tax, Banking & Auditing
- Tally ERP-9
- Ace Accounting Software

### ➤ Personal Details:

Father's Name : Pradip Kumar Sadhukhan

Nationality : Indian

Sex : Male

Date of Birth : 20/03/1993

Religion : Hindu

➤ Language Proficiency : English, Bengali, Hindi

➤ Hobbies: Books, Browsing, Listening all types of Music.

### ➤ Declaration:

I Do Hereby Declare That Above Information Is Correct And Complete To Best Of My Knowledge.

Date-

Place- Kolkata

Signature