

# **RESUME**

**SOHAM MUKHERJEE**  
**101/A/38, BRINDABON MULLICK**  
**LANE, KADAMTALA, HOWRAH –**  
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**OBJECTIVE:** SEEKING TO BUILD A CAREER WITH LEADING CORPORATE HOUSE OF WITH COMMITTED AND DEDICATED PEOPLE, WHICH WILL HELP ME TO EXPLORE MYSELF FULLY AND REALIZE MY POTENTIAL.

## **SUMMARY OF SKILLS**

- Good Communication Skill.
- Dedicated and focused determined to add value to the organization I work for, through my exceptional knowledge and learning ability.
- Multilingual with proficiency in English, Hindi and Bengali.
- Well proficiency in Computers, OS, XP, Windows 7, Windows 8.

## **EDUCATION & CREDENTIALS**

**MADHYAMIK EXAMINATION COMPLETED ON 2009 FROM W.B.B.S.E**

**HIGHER SECONDARY EXAMINATION COMPLETED ON 2011 FROM W.B.C.H.S.E**

## **PROFESSIONAL QUALIFICATION**

**COMPLETED FINANCIAL ACCOUNTING COURSE FROM MULTY STATION COMPUTER EDUCATION CENTER,  
HOWRAH**

**WORKED ON MS WORD, MS EXCEL AND INTERNET**

**PROFICIENT IN NET SURFING AND MAILING**

## **WORK EXPERIENCE:**

**1.) SEAWAVE FORWARDING & LOGISTICS PVT. LTD. As an OFFICE EXECUTIVE as well as ASST.  
ACCOUNTS. From September 2012 to January 2018**

## **Responsibilities:**

- Preparing billing on MS Excel.
- Maintaining Import & Export documentation
- All banking jobs and data entry in Tally.
- Interaction and mailing with clients & Transporters.

**2.) MA LAKSHMI ENGINEERING CO As a MANAGER From February 2018 to Still Now.**

**Responsibilities:**

- Preparing billing, internal accounts & etc on MS Excel.
- Maintaining and prepare all documentation in soft copy & hard copy
- All banking jobs
- Interaction and mailing with clients.
- Administration work.

**3.) MIDAS TOUCH ENTERPRISES PVT LTD As an ASST. ACCOUNTS as well as DATA ENTRY OPERATOR. From April 2021 to Still Now.**

**Responsibilities:**

- Preparing internal accounts, MIS & etc on MS Excel.
- Maintaining and prepare AMC documentation in soft copy.
- Interaction and mailing with clients.

**HOBBIES**

**LISTENING MUSIC, TRAVELLING & PLAYING FOOTBALL**

**LANGUAGE KNOWN**

- BENGALI
- HINDI
- ENGLISH

**PERSONAL PROFILE**

FATHER'S NAME : LATE SRI NILMONI MUKHERJEE  
DATE OF BIRTH : 04/01/1991  
NATIONALITY : INDIAN  
RELIGION : HINDU  
SEX : MALE  
MARITAL STATUS : SINGLE

I DO HERE BY DECLARE THAT ALL THE ABOVE INFORMATION MADE BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE:

PLACE: **HOWRAH**

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***Soham Mukherjee***