



SUBHRO PRAKAS
NASKAR

Contact no. : 98308 40475

E-mail ID:
subhroprakash60@gmail.com

Parmanent Address:
Vill – RAGHUNANDANPUR
P.O. – NARIDANA
P.S. – BARUIPUR
Dist. – SOUTH 24 PGS.(WB)
PIN CODE – 743330

Personal data:
FATHER’S NAME : TAPAN NASKAR
DATE OF BIRTH : 06/03/1994
SEX : MALE
NATIONALITY : INDIAN
MARITAL STATUS : MARRIED
HEIGHT : 5.8 INC.
WEIGHT : 65 KG

Known Languages:
ENGLISH, BENGALI, HINDI

OBJECTIVE

To work sincerely, building a symbolic relationship with the organization where my efforts will be reciprocated by career growth, higher degree of responsibility and to prove myself a valuable asset.

EXPERIENCE :

ORGANIZATION	DESIGNATION	JOB DESCRIPTION	DURATION
TECHNOCON SERVICES (Technocon Group of Companies)	COMMERCIAL ASSISTANT	INTER-COMPANY BILLING <ul style="list-style-type: none">➤ INTER-COMPANY BILLING (INVOICE, TRN, BFM, ACC RECEIVING, PAYMENT REQUEST)➤ INTER-COMPANY PAYMENT RECEIPT ENTRY➤ INTER-COMPANY DPO ENTRY➤ COLLECTION RECEIPT ENTRY	JAN 2024 - PRESENT
BINAYAK HONDA (Binayak Automobiles & Infrastructure)	ACCOUNTS EXECUTIVE & IT SOLUTIONS	ACCOUNTS EXECUTIVE <ul style="list-style-type: none">➤ CASH RECONCILIATION➤ INSURANCE RECONCILIATION➤ TALLY E INVOICING➤ SPARE TRANSFER➤ AMC & EW ENTRY➤ HONDA PORTAL TO TALLY IMPORT & GST SEGREGATION	APR 2018 – JAN 2024
		HONDA PORTAL OPERATOR <ul style="list-style-type: none">➤ VEHICLE INVOICING➤ EW INVOICING➤ PORTAL HELP BUDDY	
		SOFTWARE & HARDWARE SOLUTION <ul style="list-style-type: none">➤ SERVER & ALL PC & LAPTOP MAINTANANCE	
MATRY INFOTECH	SALES & SERVICE (OWNER)	COMPUTER SALES & SERVICE	2015-2022
M.N. COMPUTER SERVICE CENTER	SALES & SERVICE (ASSISTANT)	COMPUTER SALES & SERVICE	2011-2016

TECHNICAL SKILLS :

COURSE	INSTITUTE NAME	DURATION	GRAD E	SUBJECTS
GRAPHIC DESIGN	SHAW ACADEMY	2019 (JAN - JUN)	A	DIPLOMA & INTERMEDIATE IN GRAPHIC DESIGN
DIGITAL MARKETING	GOOGLE DIGITAL MARKETING	2019	-	DIGITAL MARKETING
IT TOOLS & BUSINESS SYSTEM	NIELIT (DOEACC)	2018	B	IT TOOLS & BUSINESS SYSTEM
INTERNET & WEBDESIGN	NIELIT (DOEACC)	2018	C	INTERNET & WEBDESIGN
MULTIMEDIA	NIELIT (DOEACC)	2018	C	MULTIMEDIA (IMAGE, VIDEO & ANIMATION)
CFAS	YOUTH COMPUTER TRANING CENTRE	2017 (JAN - JUN)	B+	FINANCIAL ACCOUNTING SYSTEM
COMPUTER HARDWARE & NETWORKING	RAMAKRISHNA MISSION LOKASIKSHA PARISHAD	2015-16	A	COMPUTER HARDWARE & NETWORKING
COMPUTER BASIC	CHAMPAHATI NILMONI KAR VIDYALAYA(H.S.)	2007-08	B+	BASIC KNOWLEDGE

ACADEMIC QUALIFICATIONS :

NAME OF THE EXAMINATION	NAME OF THE BOARD / UNIVERSITY	YEAR OF COMPLETION	GRADE	SUBJECTS
B.A.	UNIVERSITY OF CALCUTTA	2017	C	ENGG, EDCG, PLSSG
HIGHER SECONDARY	W.B.C.H.S.E.	2012	B	BNGA, ENGB, BIOS, EDCN, HIST, POLS, ENVE
MADHYAMIK	W.B.B.S.E.	2010	C	SCIENCE, MATH, GEO, HIST, ENG, BENG

OTHER SKILLS :

- **Diploma in Fine Arts (Painting)** (PRACHEEN KALA KENDRA, CHANDIGARH)
- **Diploma in Tabla Ins.**(PRACHEEN KALA KENDRA, CHANDIGARH)

HOBBIES & ACTIVITIES :

- Sketching & Painting
- Designing
- Private Tutor at Computer & Fine Arts
- Photography

Date :

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Signature