

CURRICULUM VITAE

Diganta Sarma

Mobile No:8402007260

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PERSONAL DETAILS:

Name : Diganta Sarma

Father's Name : Lt. Satish Chandra Sarma

Date of birth : 01-06-1984

Nationality : Indian

Language known : English, Hindi, Assamese & Bengali

Hobbies : Playing cricket, Travelling, Reading book, Acting & Listening Music.

Correspondence address:

H No-25 Jayanta Nagar noonmati

Shankar nagar road

Pin code:-781020

Permanent address:

C/o Lt. Satish Chandra Sarma

Vill & PO - Budrukuchi

District- Nalbari, Assam

Pin - 781348

EDUCATIONAL QUALIFICATION:

- **BA from Nalbari College under Guwahati University.**

- HS from Dakshin Nalbari College on the year 2002.
- HSLC from Ganga Pukhuri Barkuriha High School on the year 2000.

Other qualifications: Six months diploma course in computer application.

Three months course in Spoken English.

WORK EXPERIENCE:

1) Employment: ASIAN PAINTS LTD

Designation: Computer operator cum customer service executive cum office co-ordinator accounting with SAP.

Duration: 2005 Feb – 2008 Oct

Responsibilities: Preparing bill, GR with SAP, Account maintaining with SAP, dealing cheque entry in SAP, Invoice printing etc.

2) Employment :BERGER PAINTS INDIA LTD

Designation: Asst. Godown incharge

Duration: 2008 Oct – 2009 April

Responsibilities: Maintaining stock, labour material despatch loading & unloading, billing, details register etc.

3) Employment: AKZONOBEL India Limited (DULUX PAINTS)

Designation: SAP operator.

Duration: April 2009 to till Aug2022

Responsibilities: Preparing Bill, Invoice, GR, CI, Dealer's Credit & Debit note Dealer's accounts, STO & STI with SAP and also maintaining accounts with SAP, Project billing etc.

4) Employment: INDIGO PAINTS LTD

Designation :-Accounts Officer (Managing All Works)

Duration:-01.09.2022 to present time

Personal Trait : Confident, Focus, Hard work and Goal oriented.

Declaration : I hereby declare that all the information provided here is correct to the best of my knowledge.

Date :

Signature

Place: Guwahati

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