

## **SUJIT DEB**

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✆ **Mobile:** +91 9859606824

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### **CAREER ASPIRATION**

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Handling and processing of information and methods to make work easier. To help organizations to improve their performance with my own coordination.

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### **SYNOPSIS**

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Result-oriented professional with excellent communication & interpersonal skills; multilingual with proficiency in **English, Hindi, Assamese, and Bengali.**

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### **ACADEMIA**

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#### **BBA (Finance) – 2011**

Guwahati Academy of Tertiary Education, under Dibrugarh University.

#### **H.S (Commerce) – 2008**

National Higher Secondary School, Lumding, under AHSEC

#### **H.S.L.C – 2006**

Pranabananda Vidya Mandir School, Lumding, under SEBA.

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### **OTHER QUALIFICATION**

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#### **ICA{The Institute of Computer Accountant}+course.**

Course Details:-1)Business Computer Application 2)Personality Development

3)Fundamental of Accounts

4) Tally ERP 9

5) Advanced Accounts

6) Taxation

7) English

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### **TECHNICAL SKILLS**

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Fundamentals of Computer, MS Office, Excel, MS Word, Internet & repairing of System software.

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### **PROJECT HANDLED**

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- **Project title:** "A study on the investment behaviour of Share Holders in the Share Capital of Eicher Group of Companies"

**Duration:** 2 months.

**Company:** EICHER,(A unit of TAFE Motors & Tractor Limited), Guwahati

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### **INDUSTRIAL VISIT**

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- Industrial Visit to Silver Drop, Guwahati.
- Had an industrial visit to Nagaon Paper Mill of Hindustan Paper Corporation Limited, Nagaon.
- Had an industrial visit to Biscon Iron Industry, Guwahati.
- Had an institutional visit to Videocon, Kolkata to know about the various management practices adopted by them.
- Had an Industrial visit to DS Group, Bamunimaidam Industrial Estate, Guwahati.
- Had an Industrial visit to Parle G, Delhi.

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### **ACADEMIC ACHIEVEMENTS**

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- Secured 1st class 4th Position in B.B.A in 2011, in Gate Institute, Guwahati & 32<sup>nd</sup> position in Dibrugarh University.

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### **CO-CURRICULAR ACTIVITIES**

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- Awarded the 1st class in PRE- Senior General Knowledge Test, Conducted By United Schools Organisation Of India(Estd.1951)

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### PERSONAL VITAE

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Father's Name : Mr. Krishna Pada Deb.  
Date of Birth : 22<sup>nd</sup> June 1990  
Nationality : Indian  
Marital Status : Married  
Address : C/O-Mr. Krishna Pada Deb, Vill:- Durgasrobar East Gotanagar HillSide  
Lakhmi Nagar Near Kamakhya Vidyalay H.S.School P.O:- Maligaon  
P.S:- Jalukbari, Dist-Kamrup, Guwahati Assam- 781011  
Hobbies : Computer & Net surfing, playing Cricket.  
Linguistic Ability : English, Hindi, Bengali, & Assamese.

### WORK EXPERIENCE

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Company: **Jajodia Engineering Pvt. Ltd. & Jajodia Furniture Solutions**  
Designation: Accounts Assistant Cum Sales  
Job profile: Panna & Gate Pass (Recepits and Payment, Sale & Purchase entries in Excel and Tally) Hallaty, Reconciliation of Bank Statement, Preparing of Creditorlist, Debtorlist, Cheque (Arrangement as per Requirement), Managing of Showroom, Preparation of Salary Sheet, In-bound Sales etc.  
Period: December 2011 to Feb 2014.  
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Company: **Aakar Interiors (Godrej DOCO Store)**  
Designation: Management Cum Sales with Accounts Works.  
Job profile: Making accounting entries, In bound sales, Management of showrom, arrangement Of Goods to be display in Showroom with theme etc.  
Period: Mar 2014 to Sep 2017.  
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Company: **Eastern Trade & Agencies**  
Designation: Manager  
Job profile: Over all management of the firm, Inward of Goods to despatch of goods, Management of Staffs, Godown & accessories related with that.  
Period: Oct 2017 to Till Date.

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### DECLARATION

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I do hereby declare that, all the information furnished above is true to the best of my knowledge.

**Date :**  
**Place : Guwahati**

**(SUJIT DEB)**