


Curriculum Vitae

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| Personal Information | <ul style="list-style-type: none">➤ Name : JAYANTA NATH.➤ Father's Name : Uday Ch. Nath.➤ Date of Birth : 26.02.1982.➤ Address : 2 No. Durganagar, P.O. Chakdaha, Dist : Nadia, Pin – 741 222➤ Contact No. 7699491331➤ E-mail : jayantanathcdh@gmail.com |  |
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| Educational Qualification | <ul style="list-style-type: none">➤ B.Com (H) in Accountancy in 2004.➤ H.S. in 2001.➤ Madhyamik in 1999. |
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| Computer Knowledge | <ul style="list-style-type: none">➤ CIC form IGNOU in 2005.➤ Tally 7.2 & Tally 9➤ Typing Spreed 30 – 32 WPM |
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| Experience | <p><u>M/s. Balaji Paper & Newsprint Pvt. Ltd.</u> 23, Brabourne Road, 5th Floor, Kolkata – 700 001. I worked here from February' 2005 to November' 2008 as an office assistant. All types of billing, data entry & cash transaction I done here with full responsibility.</p> <p><u>Ashapur Tea Estate</u> Naxalbari, Darjeeling – 734 429 I worked here from November' 2008 to April - 2012 as Office Assistant Cum Accountant. <u>Working fields :</u></p> <ol style="list-style-type: none">1. Working as a Cashier cum Account of the Garden. I handle all work related to office, wages payment and Accounts through Tally 7.2.2. I maintain all types of documentary work related to Factory i. e. Raw materials, R. G. – I, Dryer Mouth, DRB, Crop Book, P.L.A, Central Excise Return, Despatch Documents, Green Leaf Purchase documents. I also handle CTC Manufacturing in absence of Factory Manager. <p><u>Gayaganga Tea Estate</u> <u>Kamala Bagan, Bagdogra.</u> I worked here from April – 2012 to October – 2012 as Factory Cum Office Assistant. <u>Working field</u></p> <ol style="list-style-type: none">1. CTC Manufacturing, Sorting, Packing.2. Factory Wages, Petty Cash, Creditors (Green Leaf) Account maintain, Despatch documents, Excise Return, P.F. return and other factory related documentation. |
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| Current employer | <u>Mainak Hills Tea Estate</u> Changrabandha, Coochbehar |
| | I am working here from November – 2012 as Factory Assistant. <u>Working field</u> 1. CTC Manufacturing, Sorting, packing. 2. I maintain here all documents related to Factory, Wages, Excise, Invoicing & dispatch related work. |