

Resume

SOURAV MAHATO
C/o BIJOY MAHATO
P.O. - JOYNAGAR MAZILPUR,
P.S. - JOYNAGAR,
VILL - DURGAPUR,
Pin code - 743337, West Bengal
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Career Objective

Updating & enriching the computer accounting system of the organization, continuously enhancing my capabilities through the process of learning and take effective interest in the growth of the organization & myself.

Work Experience

- Worked as Accountant Gujarat Co-Operative Milk Marketing Federation Ltd. (**AMUL**) in 2015 to 2016
- Worked as Sales Representative to Sree Sree Satyanarayan Bhandar in 2016 to 2017
- From 17 December 2017 working in Sigma Power Tiller Pvt Ltd as Marketing Executive

Areas of Exposure and Work Done

- **VOUCHER PREPARATION.**
- **PREPARING PARTY' STATEMENT.**
- **BILLING Preparation.**
- **SALES PROMOTIONS OF BRAND.**
- **CUSTOMERS HANDLING .**
- **MARKET VISIT.**
- **Lots of other office responsibilities.**

Professional Qualification

- **ENGLISH** *Typing (40 W.P.M)*
- **COMPUTER COURSE** *From I.G.N.O.U*

Educational Qualification

ARTS Graduate from D.C.H. COLLEGE IN DAKHIN BARASAT, in the year 2009 West Bengal. (B.A)

Present Engagement

- *Working as a Marketing Executive in Sigma Power Tiller Pvt Ltd.*

Areas of Strength

- Customer Handling
- Problem Solving Ability

Computer Knowledge

Operating System Known:-

- Win 98,
- Win XP

Office Package:-

- MS-Word
- MS-Excel
- MS-Power Point
- **SAP**

Hobbies and Interest

- Music, Making Friends and travelling.

Language Known

BENGALI. HINDI. ENGLISH.

Personal Details

Father's Name	: Bijoy Mahato
Marital Status	: Married
Date of Birth	: 1 st April 1986
Sex	: Male
Cast	: General
Nationality	: Indian
Religion	: Hindu
Permanent Address	: C/O Bijoy Mahato. P.O.+ P.S – JOYNAGAR MAZILPUR, Dist. – 24 PGS(S), Pin – 743337, West Bengal.

Declaration

I hereby declare that the above mentioned information disclosed by me is true to my belief.

Sourav Mahato)

Date:

Place: Joynagar, (W.B)