CURRICULUM VITAE



***AMIT KUMAR MUKHERJEE***

C/o. SWAPAN MUKHERJEE

VILL + PO. - KHARJUNA,

P.S. - BURWAN, ***Email:*** ***amitmukherjee121084@gmail.com***

DIST - MURSHIDABAD Mobile No.: 9744761802

PIN – 742168 (WEST BENGAL)

HOME CONTACT NO. 9744761802

Personal Details:

Name : **Amit Kumar Mukherjee**

 Date ofBirth : 12-10-1984

 Martial Status : Married

 Sex : Male

 Nationality : Indian

 Religion : Hindu

 Language Known : Hindi, English & Bengali.

 Present Address : Muthiraparambil (H),

 Near Mission School,

 H No. 24/445A,Kanauyannor Taluk,

 Thekkum Bhagom Village, Tripunithura,

 Ernakulam, Pin – 682301.

 Permanent Address : Vill +Po –Kharjuna,

 P.S. –Burwan,

 Dist-Murshidabad,

 Pin-742168 (West Bangal)

**Educational Qualification:**

|  |  |  |
| --- | --- | --- |
| **Examination Passed** | **Borad / University/ Institute** | **Year of Passing** |
| Madhyamik Passed | West Bengal Board of Secondary Education | 2000 |
| Higher Secondary | West Bengal Council of Higher Secondary Education | 2002 |
| B.A. (Political Science Honours) | University of Kalyani | 2006 |
| D.I.T.A. (Diploma In Information Of Technology Application) | Kandi Youth Computer Traning Centre | 2006 |

**Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Organisation** | **Working Period** | **Designation** | **Posted at** |
| Bridge And Roof Co (I) Ltd. | 17.12.2007 To 04.07.2009 | Computer Operator cum Accounts Assistant | RPL/JERP/OSBL Piping Site Jamnagar, Gujarat |
| Bridge And Roof Co (I) Ltd. | 10.07.2009 To 30.04.2014 | Assistant Accountant | HMEL, GGSR Project, Bathinda,Punjab. |
| Bridge And Roof Co (I) Ltd. | 05.05.2014 To 16.04.2018 | Accounts Department | Unit-DCU for IREP of BPCL,Kochi Site. |
| Bridge And Roof Co (I) Ltd. | 17.04.2018 To Till Now | Accounts Department | Mechanical-II Acrulate Unit of PDPP BPCL Kochi site.  |
| **Total Experience =** | **15 Years 8 Months** |  |  |

**Software Exposure:**

* Microsoft Office, Offline & Online ERP Entry, Internet etc.

**Carrier Summary:**

* Presently working as Accounts Department under M/s. Bridge And Roof Co. (I) Ltd.,in the project of BPCL PROJECT, KOCHI, KERALA from 05.05.2014 to till date.

**Job Responsibility**

* Making of M.P.R. (Monthly Performance Report)
* Monthly Bank & Cash statement in ERP WITH Excel Process.
* Income Tax, GST record .
* Issue of Cheque to contractor, supplier etc.
* Maintenance of accounting record in voucher
* Monthly Bank & Cash Record with Reconciliation
* Making of Form’B”(Contractor related payment details)
* Making of Pay slip for Officers/Staffs/Workmen’s in Computer Excel.
* Makin of Overhead

**Hobbies:** 1. Listening to Music

 2. Watching Cricket Match.

**Attributes:** 1. Leadership skill 2. Hard working

 3. Disciplined

**Declaration:**

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

Place: BPCL-KOCHI, KERALA

Date: 06-09-2023

Signature

 (**AMIT KUMAR MUKHERJEE**)