

CURRICULUM VITAE

RAJU GHOSH

7/L, Tangra Second lane Kolkata -700046

Contact no – 9088871456

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Objective

To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks.

Comfort Zone

- Operational Improvements, Flexible Schedule, and Accuracy.
- Bookkeeping, Inventory Management, Oracle and cash handling
- Tele calling, Public speaking, Service Minded and Customer friendly
- Draft Invoices, Report generation and Vendor Payments.

Work experience

<u>Position Held</u>	<u>Name of company</u>	<u>Place</u>	<u>Date of Inclusive</u>
Branch Accountant	Sri Chaitanya Techno School	Kolkata	30/01/2018 - Present
Public relationship officer	Narayana School	Kolkata	26/07/2016-25/01/2018
Public relationship officer	Ravindra Bharthi Global School	Kolkata	16/11/2015-25/07/2016

Education

<u>Degree</u>	<u>Institution Name</u>	<u>Year</u>
Higher Secondary	B.M. Institution	2015
Basic Computer Training	C.H.I.P. House	2015
Diploma in Financial Accounting System	West Bengal Youth Computer Centre	2021

Personal Details

Father's Name : Late Sushanta Ghosh
Date of Birth : 02nd June 1997
Gender : Male
Marital Status : Single
Language Know : English, Bengali, Hindi.