

## CURRICULAM VITAE



### **RAJKUMAR MAITI**

Mob. – 9163409293

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#### OBJECTIVE :

Seeking a change to utilize my skills and abilities in an organization that offers professional growth while being resourceful, innovative and flexible along with the opportunity to contribute within a structured Work Environment.

#### PERSONAL SKILLS:

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, Team facilitator .

- **ACADEMIC QUALIFICATION :**

1. Passed I C W A I Intermediate( Stage-I).
2. M. Com from Vidyasagar University in the year 2007 with 47.5 % of marks.
3. B.com from Calcutta University in the year 2002 with 41.24% of marks.
4. Higher Secondary from WBCHSE in 1999 with 52.9% of marks.
5. Madhyamik from WBBSE in 1997 with 61.25 % of marks.

- **PROFICIENCY IN COMPUTER : (One year Diploma)**

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|-----------------------|--|
| 1. Operating System   | Windows , XP                               |
| 2. MS-Office          | MS-Word, Excel, PowerPoint,<br>Foxpro      |
| 3. Accounting Package | Tally, Fact, EX-Generation                 |
| 4. Web administration | Complete working knowledge of<br>Internet. |

• WORKING EXPERIENCE:

SL. NO.	NAME OF CO.	DESIGNATION	PERIOD	JOB PROFILE
1.	Indian Centre For Space Physics	Accountant Cum Office Assistant	Oct.-2009 to Till now	* All Accounting And Office related jobs.
2.	R.P. Engineering (P) Ltd.	Account Assistant	Feb.-09 to Oct.-09	* All Accounting jobs related to Final Accounts.
3.	Sify Technologies Ltd	Associate	March-2008 To February.-2009	*Maintaining the accounts Dial-Up customers, of East India. ** Renew and given topup their accounts. *** Solve the account related queries of the customer
4.	Lake View High School	Computer Trainer	Sept'05 To March, 08	* Teaching computer to the students. ** Maintaining students database.

• PERMANENT ADDRESS :

Rajkumar Maiti  
C/o Ramkrishna Maiti  
Vill - Santipur  
Post - Mecheda  
Dist - Purba Mednipur  
PIN - 721137

• PERSONAL DETAILS :

- BIRTH : 24<sup>th</sup> March,1982
- SEX : Male
- NATIONALITY : Indian
- MARITAL STATUS : Married
- CONTACT NUMBER : 9163409293
- LANGUAGES KNOWN : English , Hindi , Bengali

I hereby declare that the above-mentioned information are authentic and genuine and to the best of my knowledge. I understand that my CV will be treated as invalid in case of any incorrect information found.

*Rajkumar Maiti*

DATE :  
PLACE:

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( Rajkumar Maiti)