

DIPAK PRASAD KASERA

E-mail ID- dipak.kasera@gmail.com

Mobile No. – 8282840182/9748722974



OBJECTIVE:

To work in an organization where my full potential will be explored and I will get sample scope of developing myself and my organization.

EDUCATIONAL QUALIFICATION:

EXAM PASSED	BOARD/UNIVERSITY	YEAR OF PASSING
10 TH	W.B.B.S.E	2009
12 TH	W.B.C.H.S.E	2011
B.COM(GENERAL)	CALCUTTA UNIVERSITY	2014

ABILITIES AND SKILLS:

- Computer- MS-Word, MS-Excel, Advance Excel, Tally.ERP9

WORK EXPERIENCE:

- Experience as a Data Entry Operator in Luvac Business Pvt. Ltd. From November 2015 to May 2019.
- Experience as a Back Office Executive in Parashar Distributors From June 2019 to November 2022.
- Experience as a Back Office Executive in Shakambari Roadlines From December 2022 to at present.

JOB RESPONSIBILITIES:

- Writing all the official letter and notes.
- Checking & verification of Purchase and Sales bills.
- Preparing of Outstanding Report in Excel.
- Preparing Bills, Money receipts and Challan.
- Process payments to parties.
- Performed other secretarial and administrative task as assigned

PERSONAL INFORMATION:

- **Date of Birth** :23/03/1994
- **Father's Name** : Parash Nath Prasad Kasera
- **Address** :7/H/53, kamar danga road, Kolkata-700046
- **Languages Known** : Hindi, English& Bengali
- **Nationality** : Indian
- **Sex** : Male
- **Hobbies** : Browsing internet and reading competitive exam books

Declaration:

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

Date:

Place: Kolkata

Signature