



SUMANTA CHAKRABORTY

RESUME

CONTACTS

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Pin-713103

COURSES

Career Guidance Programme
THE INSTITUTE OF COMPANY
SECRETARIES OF INDIA

DITA Computer Course
NEHERU YUVA COMPUTER

LANGUAGES

BENGALI	Native	●●●●●
HINDI	Advanced	●●●●●
ENGLISH	Intermediate	●●●●●

PERSONAL DETAILS

Date of Birth: 19 January

1998 Gender: Male

Nationality: Indian

Marital Status: Unmarried

SUMMARY

A motivated and detail-oriented accounting professional with hands-on experience in financial operations and a strong foundation in finance. I am currently pursuing an MBA in Finance, with prior experience as a cashier at a leading automobile dealership and a recent internship in risk management at the State Bank of India. Proficient in MS Office, Tally ERP9, advanced Excel, and AI tools including ChatGPT.

EXPERIENCE

Rudra Automobiles Pvt. Ltd. Bardhaman
Cashier, Accounts Department 07/2019 - 07/2020
Hero Authorized Dealer
• Handled day-to-day cash transactions and maintained financial records.
Supported the accounts team with ledger and billing activities.

State Bank of India Bardhaman
Intern, Risk Management Project 05/2024 - 06/2024
Summer Internship
• Project Title: "Risk Management – Mitigating Potential Business Threats"
• Analyzed financial risks and proposed risk mitigation strategies.

EDUCATION

Dept. of Business Administration (The University of Burdwan) 2023 - 2025
MBA (Finance)

Burdwan Raj College (The University of Burdwan) 2015 - 2018
B. Com (Accountancy Hons.)

Burdwan Municipal High School (WBCHSE) 2013 - 2015
Higher Secondary (12th)

Burdwan Municipal High School (WBBSE) 2013
Madhyamik (10th)

SKILLS

MS Office · Tally ERP9 · Advanced Excel · ChatGPT · AI Tools

Windows XP · Windows 7 · Windows 8 · Windows 10 · Windows 13

DECLARATION

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

Signature

Date:

Place: Purba
Bardhaman

Sumanta Chakraborty