**Resume**

Debdut Ray

P-31 C.I.T Road Scheme- IV M Beliaghata Kolkata- 700 010

E mail ID- debdutray.biddu@gmail.com M- 98744 83042

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**Skills**

* *Well conversant*  in MS Word , MS Excel .
* *Learnt C Language .*
* Well efficient in dealing with any software like SBIeTHICS , Tally Solutions

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**Work Experience:**

 I Dutta & Associates, Chartered Accountants **From May 2013 - June 2017**

 **Position:** Concurrent Auditor

 **Posting:** State Bank Of India , Bhowanipore Branch.

 **Responsibilities**

* Checking Loan A/C files like Car Loan, Demand Loan, Express Credit, Gold Loan and Staff Loan
* Reporting to the Head Office and Branch authority
* Regularly giving observations detected by me in the report.
* Regularly reply against the compliance made by Branch officials.
* Detecting Revenue Leakage in a particular interval.
* Revenue Leakages include Charges on Failed Standing Instruction , Charges on Inward Cheque Return .
* Reviewing Operation Risk Management like anomalies in Branch operations , irregularities in normal banking norms etc.

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**Certifications:**

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| Name of course | Name of organisation | Year of passing |
| Financial Accounting(Tally 7.20& 9.0) | Seth Anandram Jaipuria CollegeComputer Centre | 2008 |
| Spoken English Course | Swami Vivekananda’s AncestralHouse for Cultural Centre | 2009 |

**Academic Details:**

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| **Name of the examination** | **School/ College** | **Board/ University** | **Year of passing** | **Percentage** |
| DOEACC “O” Level | Seth Anandram Jaipuria College Computer Centre | DOEACC Society , New Delhi | 2011 | 64 |
| B Com | Seth Anandram Jaipuria College | University Of Calcutta | 2008 | 56 |
| Higher SecondaryExamination | Dr. Shyamaprasad MukherjeeInstitution | West Bengal Council for Higher Secondary Examination | 2005 | 62 |
| Secondary Examination | Dr. Shyamaprasad MukherjeeInstitution | West Bengal Board for Secondary Examination | 2003 | 71 |

**Personal Details:**

* Languages Known: Fluent in Bengali , Hindi and English.
* I am well updated about current national and international topics.
* I am hard-working , goal-oriented , consistent in performance , friendly in appearance , strongly determined in action .
* Date of birth: 29th May , 1986.

 Debdut Ray.