

SHUBHENDU CHAKLANOBIS

OBJECTIVE

A position in an organization where I am given the opportunity to explore my capabilities & to work in a friendly and cooperative environment through which I can benefit the company and enrich my experiences.

EXPERIENCE

1) Aug 2009- Till now

HIS Travel India Pvt. Ltd., C.P., New Delhi
Accounts Executive

- Accounts Payable- Vendor Payment (Hotel/Restaurant/Transporter/Guide etc).
- SGA Expenses-Telephone / Mobile/ Rent/ Internet etc.
- Cash, Handling Indian Currency/ Foreign Currency
- Bank Reconciliation
- Works on Accounting Package Microsoft Dynamic Navision.
- Collections of Accounts Receivable
- New Connection & Network solutions support.
- TDS Challan & Payments. etc.

2) Mar 2006- Jun 2009

PANTALOON Retail India Ltd.
Accounts Assistant (Commercial Division)

- Handling ST-31 in large scale (monthly handling more than 1000 for all U.P Store).
- 2 MIRO booking in SAP (Vendor Bill Booking, Vendor Payments, Reconciliation).
- 3 C' Form of U.P. state, making detail & then submit to my senior & support my seniors as per their instructions

3) Jul 2005- Jan 2006

SIG Systems Pvt. Ltd.
Accounts Executive

- Handling (Cash & Bank/General Accounting/ Billing)

4) Aug 2004- Dec 2004

MARUTI Sales & Service
Front office customer dealings

- Front office customer dealings

5) Oct 2001- Jun 2004

MARUTI Udyog Ltd.
Executive in Sales & Accounting Department (On contractual basis)

- Handling Bank (Cash Management System- HDFC, Standard Chartered, Citi Bank.
- Sending instruments to bank after segregating instrument in HVC/ MICR and then finally send it to bank for further getting credit.
- Handling Marketing Division (Clearing Advertising, Contractual, professional payments and also look after the TDS.

Contact Details

Mobile: (+91)-9211931318, (+91)-9868025827

E-mail: shubhenduchaklanobis@gmail.com

Address

E-2/30 (LIG Flats) First floor, Behind G3s cinemas, Sector-11, Rohini, Delhi-110085

- Handling TDS Certificates receipt from the Dealers and giving the reimbursement to the Dealers as per their details. Also Dealing with Corporate Finance and Corporate Sector
- 6) **Feb 1996 - Dec 2000**
NIRULA'S Corner House Ltd.
 - Cashier cum Accountant
- 7) **Mar1995- APR1996**
Tripura Emporium (under state Govt.)
 - Store-Keeper

EDUCATIONAL QUALIFICATION

- Secondary school (10th) passed from CBSE Board in 1989.
- Higher Secondary school(12th) passed from CBSE Board in 1991.
- B.Com. (Pass) from University of Delhi in 1995.

PROFESSIONAL QUALIFICATION

6 Months Computer Diploma in Office Automation and Financial Account Handling.
Covering following modules-

- Computer Basics
- MS-Word
- Ms-Excel
- Tally - (5.4/6.3)
- E-Business Soft (EBS)
- Microsoft Dynamic Navision

➤ I am having working knowledge of SAP & Oracle also.

INTERESTS

Travel, Sports & Music.

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PERSONAL DETAILS

- | | | |
|-------------------|---|---------------------------------|
| 1. Father's Name | : | Sh. H.N. Chaklanobis. |
| 2. Date of Birth | : | 22 nd of June, 1974. |
| 3. Marital Status | : | Married. |
| 4. Nationality | : | Indian. |
| 5. Languages | : | Bengali, Hindi, English. |

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