



## Shimul Mondal

**Passport:** T 1073187 | **Date of birth:** 02/02/1988 | **Place of birth:** Kolkata, India |

**Nationality:** Indian | **Phone number:** (+91) 6289557348 (Mobile) | **Email address:**

[mondal\\_shimul@rediffmail.com](mailto:mondal_shimul@rediffmail.com) |

**Address:** 62, East Alipur Road, P.O. Nimta Kolkata West Bengal, 700049, Kolkata, India (Home)

### ● ABOUT ME

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### ● EDUCATION AND TRAINING

01/04/2005 – 31/03/2007 Kolkata, India

**HIGHER SECONDARY** West Bengal Council of Higher Secondary Education

**Website** [www.wbchse.wb.gov.in](http://www.wbchse.wb.gov.in) | **Level in EQF** EQF level 4

### ● WORK EXPERIENCE

**ACCOUNTING ASSISTANT – AAYASH HOTEL PVT. LTD.** – 01/01/2010 – 31/03/2014 – KOLKATA, INDIA

**Business or Sector:** Accommodation and food service activities | **Department:** Assistant Accountant |

**Address:** DD Block,, Sector 1, Bidhannagar, Kolkata, West Bengal , 700064, Kolkata, India | **Email:** [aayashhotelpvt@gmail.com](mailto:aayashhotelpvt@gmail.com)

- Journal entries
- Day Book
- Voucher Maintain
- Sale Bill tally with (K.O.T. & B.O.T)
- Job order tally with Purchase Bill
- Daily requisition tally with Hotel Kitchen stock
- Stock maintain

**ACCOUNTANT – HOTEL ROYAL GARDEN** – 01/04/2014 – 31/03/2021 – KOLKATA, INDIA

**Business or Sector:** Other service activities | **Department:** Accountant |

**Address:** 163 A,, Park Street, Kolkata, 700017, Kolkata, India | **Email:** [hotelroyalgardenamarina@gmail.com](mailto:hotelroyalgardenamarina@gmail.com)

Journal Entry  
Sale Bill & Purchase Bill Analysis  
Cash handling  
B.R.S.  
Voucher Filling  
Report Analysis (Debtor's & Creditor's)  
Stock Analysis & Maintain  
Tax Analysis & Filling  
Payroll Maintain

**ACCOUNTANT & CASHIER – SMILAX INTERNATIONAL (INDIA)** – 01/04/2021 – Current – KOLKATA, INDIA

Journal Entry  
Sale Bill & Purchase Bill Analysis  
Cash handling  
B.R.S.  
Voucher Filling  
Report Analysis (Debtor's & Creditor's)

## ● SKILLS

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accounting entries | bookkeeping regulations | maintain financial records | allocate bills | prepare trial accounting balances | Microsoft Office | use accounting systems | accounting department processes | accounting techniques | check accounting records | Microsoft Excel | Microsoft Word | Any Accounting software Easley Operating | Tally ERP

## ● LANGUAGE SKILLS

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Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>HINDI</b>	A1	A1	A1	A1	A1
<b>ENGLISH</b>	A2	A2	A2	A2	A2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● DRIVING LICENCE

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**Driving Licence:** WB23 20220014737

| 01/08/2022 – 31/07/2032