






AVIK DAS

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Education

(Santinagar Vidya Mandir HS, Burnpur – West Bengal Board)

Secondary Education (9 & 10)

2016 – 2018

(Santinagar Vidya Mandir HS, Burnpur – West Bengal Board)

Higher Secondary (11 & 12)

2018 – 2020

(TRITIYA INSTITUTE OF EVENT MANAGEMENT (IN COLLABORATION WITH SINGHANIA UNIVERSITY, DELHI))

(Diploma in Event Management)

2022 – 2023

INDIRA GANDHI OPEN UNIVERSITY (PURSUING)

B.COM FINANCE

2024 – 2027

Language

BENGALI

ENGLISH

HINDI

ABOUT ME

I am a flexible and dependable individual with excellent time management skills. Polite, enthusiastic, and self-motivated, I take great pride in being responsible, hardworking, and adaptable to a wide range of challenges. I am a quick learner with strong research capabilities and effective problem-solving skills. Whether working independently or as part of a collaborative team, I consistently maintain a positive attitude and a professional demeanor in all that I do..

Work Experience

IA MEETINGS (GURGAON, DELHI NCR, INDIA)

OPERATIONS & PRODUCTION INTERN

**01 NOV 2022
TO
01 FEB 2023**

- PRODUCTION – STAGE MANAGE, CROWD MANAGE, SITTING ARRANGEMENT, LOGISTICS, FABRICATION, CONFERENCE SETUP, CATERING, DECOR SETUP, LOGISTICS, SOUND SETUP, ETC TYPES OF WORK.
- OPERATIONS – CLIENT COORDINATION, HOTEL BOOKING, VENDOR COORDINATION, TRANSPORT BOOKING, ETC.

Digital Skill

MICROSOFT OFFICE, MICROSOFT EXCEL, GOOGLE MEET, MICROSOFT POWERPOINT, TEAM WORK ORIENTED, GOOGLE DRIVE, OUTLOOK, GOOGLE CALENDAR, PROBLEM SOLVING, CAPIUM, TALLY, LINKDIN, FACEBOOK, GMAIL, ANY DESK, TEAM VIEWER PC2 PAPER, INVICTRON, SUBMISSION PRO, XERO, ETC.

Skills

- Events Planning & Coordination
- Production Management
- Client Relations
- Budgeting & Accounting
- Vendor Management
- Creative ProblemSolving
- Team Collaboration
- Venue Management
- RSVP
- Logistics

EVENTO CRAFT (NOIDA, DELHI NCR, INDIA)

SALES & PRODUCTION EXECUTIVE

**10 FEB 2023
TO
31 OCT 2023**

- SALES- EXHIBITION STALL DESIGN & FEBRICATION, EVENTS, VENDOR, LOGISTICS.
- PRODUCTION - VENDOR COORDINATION, DESIGNER COORDINATION, CLIENT COORDINATION, ONSITE WORK, BRANDING, TRANSPORT MANAGEMENT, LIGHT SETUP, SITTING ARRANGEMENT, CONFERENCES STAGE SETUP, LOGISTICS, DECOR, EXHIBITION STALL SETUP, DECORATION, PRODUCT LAUNCH SETUP, ETC.

PEPTECH BIOSCIENCES LTD (FROM TITAN BIOTECH LTD) DELHI, INDIA.

EVENTS EXECUTIVE

**01 NOV 2023
TO
14 MAY 2024**

- PRODUCTION & OPERATION - EXHIBITION SPACE BOOKING, COORDINATION WITH DOMESTIC & INTERNATIONAL EXHIBITION ORGANIZER, COORDINATION WITH MEDICAL & AGRICULTURE MAGAZINE COMPANY, COORDINATION WITH STALL DESIGN & BRANDING VENDOR DOMESTIC & INTERNATIONAL, MAKE EVENTS COST SHEET, MAKE EVENTS CHECK LIST, PAYMENT TO VENDOR, SEARCH NEW NEW EXHIBITION, ONSITE WORK EVENTS DAY, ETC TYPES OF WORK..

SMARTAWARE ACCOUNTS & TAX LTD. (NOIDA, DELHI NCR, INDIA)(UK BASED)

ACCOUNTS EXECUTIVE

**15 MAY 2024
TO
02-Aug 2025**

- UK ACCOUNTING, BOOK KEEPING, VAT REPORT PREPARED, SALES, PURCHASE, CREDIT NOTE, DEBIT NOTE
- JOURNAL ENTRIES, UK PAYROLL PROCESS, UK TAX RETURN FILE, TRAIL BALANCE, LEDGER, TRADING and P&L ACCOUNT, BALANCE SHEET, CORPORATION TAX, BANK RECONCILE, CAPIUM, CLIENT CO-ORDINATION, UK GAAP, DIRECT & INDIRECT TAX, VAT PAYMENT, LIABILITIES ENTRIES, ETC.
- INDIAN ACCOUNTING, BOOK KEEPING, SALES, PURCHASE, JOURNAL, DEBIT NOTE, CREDIT NOTE, STOCK MAINTAIN, GST, TDS, GSTR-1, GSTR-3B, GSTR-2, GSTR-2B, ADJUSTMENT ENTRIES, ETC, ON TALLY.
- DAILY FORECAST REPORT PREPARE ON EXCEL WITH FORMULA & PIE CHART, ATTENDANCE REPORT PREPARE, INDIAN PAYROLL PROCESS, TDS PAYMENT, TDS CALCULATION, TRAIL BALANCE, LEDGER, TRADING and P&L ACCOUNT, BALANCE SHEET, SALE/ PURCHASE REPORT, EXCEL, BANK RECONCILE, ETC.