



## DIBYENDU PAUL

24 Parganas (n), West Bengal, India

Member Since, Sep 11, 2022

Experience

<span class="skills-ui" title="MS Office">MS Office</span>

### About me

VLOOKUP , HLookup , XLOOKUP , Pivot table, concatenate, data validation, hyperlink trucking, conditional formatting etc).power point presentation. power bi(excel).

### Education

#### BSC, 2016

WEST BENGAL STATE UNIVERSITY

Barasat

### Experience

#### Cheque Clearing

HDFC BANK (TP), Howrah

From 08 Sep, 2021 - 08 Aug, 2022

Cheque Clearing in Operation Departments {H v & L v}(PDC & STAIL )[CMS & CHI ]..HIGH VALUE AND LOW value, cms cheque and chi cheque clearing. Entering customer and account data from source documents within time limits. Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output. {banking software, cts and excel}

### Portfolio

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