

Executive Record Sheet for Indian Cost Accounts Service Officers

I. Personal Information

1. Full Name : Amir Akhtar
2. Father's Name : Zia Akhtar
3. Date of Birth : 14th July, 1991
4. Gender (Male/Female) : Male
5. Place of Domicile : Kolkata, West Bengal
6. Languages
a) Mother Tongue : Hindi
b) Indian Languages Known : Bengali, Urdu
c) Foreign Languages Known : English
7. Date of Joining ICoAS & Allotment Year : 04th June, 2021; Allotment Year - 2021
8. Category (SC/ST/OBC/UR) : UR
9. Email Address : amirakhtar.91@gov.in

II. Educational Qualifications

S.No.	Degree/ Diploma	Institution/ University	Main Subject(s)	Year of Passing/ Division
1	B.Com (Hons.)	University of Calcutta	Accounting; Financial Management; Taxation; Laws; Auditing: Cost & Management Accounting; etc	2012 (1st Division)
2	M.Com	University of Calcutta	Accounting; Financial Management; Taxation; Laws; Auditing: Cost & Management Accounting; etc	2014 (2 nd Division)

II. Professional Qualifications

S.No.	Degree/ Diploma	Institution/ University	Main Subject(s)	Year of Passing/ Division
1	Chartered Accountant (CA)	The Institute of Chartered Accountants of India (ICAI), New Delhi	Financial Reporting; Strategic Financial Management; Advanced Auditing; Direct & Indirect Tax; Advanced Management Accounting; Corporate and Allied Laws etc.	May 2017

III. Experience Details (After Joining the Indian Cost Accounts Service)

S.No.	Designation	Level/ Grade	Department/ Office	Cadre Post or Deputation Post (Central Staffing or others)	Major Experience	Period (From/To)
1.	Assistant Director	Level 10	Office of the Jute Commissioner, Kolkata, Ministry of Textiles	Cadre	The Roles of the officer includes monthly Pricing of 580 GM B-Twill jute bags, Maintenance of the payment system to the jute millers and inspection agencies to the tune of 12000 crs p.a, As a CPIO handles RTI queries, Handling the Court Cases and Public Grievances, handling Parliament Question & Answers and VIP references, Incharge of the procurement made through GeM portal and Tender, Nodal Officer of Hindi Section, preparation of study report, the other experience includes maintenance of Statistical data of Jute Sector.	04.06.2021 to present

IV. Training Details (Domestic/Foreign)

S.No.	Year	Training Name	Institution	City/ Country	Domestic/ Foreign	Duration (In Weeks)
1.	2022	29th Probationers Training Course (PTC)	Arun Jaitley National Institute of Financial Management (AJNIFM)	Faridabad, India	Domestic	13 weeks
2.	2023	RTI Training	NAHRD	New Delhi	Domestic	Half week

V. Awards/Publications

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N.A

Signature with Date