

AMIT SHAW

Accounting Assistant | Digital Marketing Support

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Portfolio: amit-shaw-portfolio.vercel.app

SKILLS

Accounting & Operations

- TallyPrime
- Vendor Ledger Management
- Purchase Entry
- Billing & POS Handling
- Documentation & Record Keeping

Digital Marketing

- Meta Ads Campaign Support
- Lead Generation Support
- Social Media Management
- Advance SEO

Technical Skills

- AI Tools (Prompt-Based Workflow / Vibe Coding)
- Website Structuring & Content Planning
- Web Development (Vibe Coding)
- App Development (Vibe Coding)

Tools

- MS Excel
- ChatGPT
- AI Productivity Tools
- Codex
- Claude

EDUCATION

Higher Secondary (12th)

Sainthia Rastravasha High School – 75% (2023)

Secondary (10th)

Sainthia Rastravasha High School – 89.2% (2021)

LANGUAGES

- Hindi – Fluent
- Bengali – Fluent
- English – Professional Working Proficiency

PROFESSIONAL SUMMARY

Accounting Assistant with hands-on experience in vendor ledger management, purchase entries, and billing operations using Tally Prime. Skilled in maintaining accurate financial records and supporting daily accounting workflows. Also experienced in digital marketing support, Meta Ads, and AI tools to improve business visibility and operational efficiency.

EXPERIENCE

Accounts Assistant

Hospaccx, A Unit of Banerjee Diagnostic Foundation
March 2025 – Present

- Maintained and updated vendor ledgers and purchase entries in Tally Prime with high accuracy
- Recorded and verified daily financial transactions ensuring proper documentation
- Supported day-to-day accounting operations and document coordination
- Assisted in improving workflow efficiency through structured record keeping

Pharmacy Billing Executive / Cashier

Hospaccx, A Unit of Banerjee Diagnostic Foundation
Previous Role

- Managed daily billing operations including cash and UPI transactions
- Handled high-volume customer billing efficiently and accurately
- Maintained daily sales records to support financial tracking
- Worked with billing and inventory systems to ensure correct transaction processing

PROJECTS

Hospital Website Development

<http://website-for-hospaccx.vercel.app>

- Developed and structured a responsive hospital website using AI tools and prompt-based workflow
- Integrated contact and appointment features to improve patient accessibility
- Supported basic SEO and content structure to enhance online visibility

Doctor Portfolio Website

<http://dr-subhadip-raptan.vercel.app>

- Built a professional doctor portfolio website using AI-assisted development tools
- Focused on clean layout, user-friendly navigation, and accessibility
- Improved online presence and engagement through structured design