 **RESUME**

**RANA CHOWDHURY**

Burma Camp power house Haralu Colony Sector-1 Dimapur; Nagaland Dimapur: 797112

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**Objectives:-**

To achieve some greater heights we need to work hard for career growth. In today’s world one can achieve his/her goal without proper goal setting that aligns day-to-day activities. I believe in work harder because nothing comes free in this modern world where new challenges occur every day. Responsibilities make us stronger. Working in accounting field we need to up to date with the ever changing accounting world. With the introduction of GST regime.

# Education Qualification:

* **HSLC : DIMAPUR RAILWAY HIGH SCHOOL (2008)**
* **HSSLC : PUBLIC COLLEGE OF COMMERCE, DIMAPUR (2009 -2010)**
* **B.COM : PUBLIC COLLEGE OF COMMERCE, DIMAPUR(2011-2013)**
* **M.COM : IGNOU 2017 to present**
* **PGDCA**
* **TALLY ERP9**

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| **HSSL** | **2008** | **35.40** |
| **HSSCL** | **2011** | **39.40** |
| **B.COM** | **2013** | **42.86** |
| **M.COM** | **2017** | **1st year completed (53.80%)** |

**WORK EXPERIENCE:**

* **SANJAY JAIN & ASSOCIATES CHARTERED ACCOUNTANT :** Ihave work in CA firm for full time from 2013 to 2015 as an auditor. Work responsibility I have prepared different kinds of accounts in Tally as well as on Excel. Still i am working in this firm as par time.
* **MOBILE SALES MARKETING:** I have worked in sales for **six months** for OPPO.
* **ASSEMBLY OF GOD HIGHER SECONDARY SCHOOL**: I am working in this school for past **five** **years** as an accountant cum office assistant. I use to look after all kinds of accounts from PF to Annual Accounts Accounting Report. I have the responsibility to look after EPF. I use to look after all kinds of office works such as managing files, Preparation of question paper, Arrangement of exams, Submission of School reports to Kohima etc. I am also associated with ICICI Bank as An Advisor in Insurance.
* **INSURANCE SURVEYOR & LOSS ACCESSORY OFFICE :** Presently working as an advisor cum accessing the loss for the different insurance companies such as ICICI , Tata Aig , The New India Assurance , National Insurance Etc.

# SKILLS:

* I can type 100 word per minute.
* Technically Correct.
* Good Understanding.
* Quick Learner
* Good Communication
* Time Management
* Conflict Resolution
* Adaptability

# HOBBIES:

* I love playing cricket.
* Listening to music.
* Riding bikes.
* Watching news to gather information.
* Playing games in mobiles.

# AWARDS AND ACHIEVEMENT:

* **I have won many tournaments with my cricket team.**
* **I have received scholarship when I was studying in 8th standard by participating in national level competition.**
* **I have received the best student in the year 2005.**

**I hereby declared that the above information provided by me is true and correct to the best of my knowledge.**

**Rana Chowdhury**