

Tanushree Ghosh

Father's Name	Late Tarun Ghosh
Address	3/1, Mahadeb Banerjee Lane, Howrah – 711 101.
Contact	9007817595 / 7003675105 (M) mail - itanu23@gmail. com
Date Of Birth	23 rd June, 1984
Marital Status	Single
Languages	(a) Bengali (b) English (c) Hindi
Interests and activities	Music Surfing the net
Education	Passed B.Com (Hons.) examination from Calcutta University in the year 2005 Passed Higher Secondary (10+2) examination from West Bengal Council of Higher Secondary Education in the year 2002. Passed Madhyamik Examination (Class 10) from West Bengal Board of Secondary Education in the year 2000.
Technical Skills	In complete command with Windows OS, MS Word, MS Excel & MS Power Point, Tally , Expert & Net Banking.

Professional experience :

1)Company Name: Ashika Stock Broking Limited

Duration: From 2005 to 2006

Designation: Management.

Job Profile :

Looking the total Operating System

Follow up the customers & answering their queries Regular communicate with HO

2)Company Name : Smriti Apparels

Duration: From 2006 to June 2007

Designation: As an Accountant.

Job Profile :

Looking the total a/c portion

Maintaining the update stocks.

3)Company Name: Fortuna Agro Plantations Limited

Duration: From July 2007 to Nov 2015.

Designation: Accounts Dept. with cash & Bank.

Job Profile :

** Writing Books of account, Maintain sales & purchase A/C, Reconciling Party Account (Debtors Creditors Account) ,Bank Reconciliation. Central Excise Return.*

** compile and analyze financial information to prepare financial statements including monthly and annual accounts Maintaining the update stocks.*

** ensure financial records are maintained in compliance with accepted policies and procedures. *monitor and support taxation issues.*

4) Company Name: M/s SUNDARLAL

Duration: From Nov 2015 to till date.

Designation: Accounts Executive

Job Profile :

**Making bill of vendor, Bank Reconciliation,*

** Prepare and reconcile customer balances.*

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** Responsible for all bank transaction (RTGS, NEFT etc)*

** Maintaining stock, daily stock & machines update in SDS, Assist inventory controlling staff in maintaining inventory records.*

** Assist and support administrative staff in their day to day operations.*

** Prepare and reconcile all the documents to submit GST.*

** Checking Debtors & Creditors ledger.*

Strength:

Honest and Energetic

Quick Learner

Adaptability to Modern Technology

Confident & Hardworking

Laborious

Total Emoluments ~ Rs. 2.50,000/- p.a.

Location Preferred Preferably in Kolkata.

Declaration

I do hereby declare that the above mentioned information is correct to the best of my knowledge and belief and I bear the responsibility for the correctness of these particulars.

Yours faithfully,

Tanushree Ghosh