

# DIPU MONDAL

14/1 Canal East Road Kolkata 700067(West Bengal)

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## CAREER OBJECTIVE

- To perform well in a challenging environment that offers scope for personal and professional growth and in the process, contribute my best knowledge and hard work to the organization.

## QUALIFICATION

### ACADEMIC QUALIFICATION:

Year	Standard	Institution	Board	Marks Obtained
2016	B.com :Hons.	Seth Anandoram Jaipuria College,Kolkata	Calcutta University	42%
2012	XII	Sailendra Sircar Vidyalaya Kolkata	W.B.C.H.S.E	55%
2010	X	Deshabandhu Vidyalaya	W.B.B.S.E	60%

## WORK EXPERIENCE

- ✓ K & Derasari Co. ( 01.08.2015 - 24.02.2018 )  
Accounting Work in Tally ERP 9,  
Maintain of Sales, Purchase, Cash Books & Bank Books.
- ✓ Ishana Exim Pvt. Ltd ( 01.03.2018 - 31.11.2018)  
( Relocate in Mumbai )  
Worked as Assistant Accountant-  
Doing Accounting Work in Tally,  
Maintain of Sales, Purchase, Cash Books & Bank Books of the Company,  
GST Return & TDS challan of the Company.

## COMPUTER SKILLS

Tally

MS- Word , MS- Excel , MS - Power Point .

## **EXTRA CO-CURRICULAR ACTIVITIES**

Playing & Watching Cricket & Listening to Music

## **PERSONAL SKILLS**

Analytical with Good Verbal Skills, Skills of learning and applying knowledge, doing hard work as a team worker.

## **PERSONAL PROFILE**

Date of Birth	:	2 <sup>nd</sup> September, 1992
Father's Name	:	Subal Mondal
Mother's Name	:	Kamala Mondal
Language Proficiency	:	Bengali, Hindi & English
Sex	:	Male
Permanent Address	:	14/1 Canal East Road Kolkata - 700067

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**Signature**