

To join an organization where I can fully utilize my learning, knowledge and skills and make a significant contribution to the company's success while realizing my own professional development.

EDUCATION

Bachelor of Commerce (B.Com) (Hons.), Accounts & Finance

Goenka College Of Commerce And Business Administration

2018 - Present

Percentage: 78.00%

Senior Secondary (XII), Commerce

M. G. Rungta Academy,

(W.B.C.H.S.E. board)

Year of completion: 2018

Percentage: 82.67%

Secondary (X)

St. RAVIDAS HIGH SCHOOL

(W.B.B.S.E. board)

Year of completion: 2016

Percentage: 67.71%

TRAININGS

Tally Erp-9

Youth Computer Training Centre, Kolkata

Jan 2020 - Present

*Accounting with each type of transaction such as payment, receipt, sales, purchase

*Manage banking with ease with bank reconciliation

*Inventory Management

*Tax Management

*Job Work Analysis

*Cost Center and Cost Category for MIS and internal control purpose

*Payroll and salary process with Employee Data

*TCS, TDS & Basic of GST

Diploma In Financial Accounting System

Youth Computer Training Centre, Kolkata

Apr 2018 - Mar 2019

*Fundamentals of computer

*Operating system-windows vista

*MS-Word'2007

*Four financial accounting packages

*Database management system with visual foxpro

*MS-powerpoint'2007

*MS-excel'2007 with project management tools

*Internet & E-mail

SKILLS

Accounting

Advanced

Tally

Advanced

MS-Excel

Advanced

English Proficiency (Written)

Advanced

Hindi Proficiency (Spoken)

Advanced

Enterprise Resource Planning(ERP)

Advanced

MS-Office

Advanced

English Proficiency (Spoken)

Advanced

Hindi Proficiency (Written)

Advanced

QUALITIES

- Hard Working
- Fast Learner
- Active Listening
- Flexibility and Adaptability
- Ability to Work Under Pressure
- Creativity
- Teamwork
- Self-motivation