

RAJA KANT ROY

- Add: D-32 Rajeev Nagar Extn. Begumpur Delhi - 110086
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SUMMARY

- Experience in Accountancy Provides support in Making financial Decision and helps in computing of Tax.

ACCOUNTANCY CERTIFICATIONS

- Certificate in Financial Accounting (TALLY ERP.9) & BUSY.14

EDUCATION

- 10th from B.S.E.B PATNA
- 12th from B.S.E.B PATNA
- B.COM from L.N.M.U DARBHANGA

EXPERIENCE

2 Year Exp. Goel Trading Company Delhi From Feb 2015 Aug. 2017

3 Year Exp. Bal Kishan Chemicals Delhi From Aug 2017 to Till Date

- Sale and Purchase entries in Tally Erp.9
- Debit note and credit note entries
- Bank Statement Entries and Reconciliation
- Maintaining Book Keeping
- Debtors and Creditors Reconciliation
- Updating Tax Report GST
- Computation of GST
- Payment of GST Through Challan
- Issuing and Submitting of Statutory form in Sales Tax Office (Vyapar Bhawan)
- Firm Registration
- Online Filling Of GST Return
- Making Assessment in Sales Tax Office (Vyapar Bhawan) Delhi
- Maintaining Stock With Production in Tally Erp.9 & Tally Prime
- E-Way Online filling.

Computer Skills:

- Certificate in Basic Computer.
- Ms-Word , Ms- Excel, Power-Point, Internet, Search Engine, E-mail.

MY ASSETS:

Confidence, Optimistic, Strong interpersonal skills Introvert nature, Adaptability to change. Punctual and Hard Working, Sincere and honest.

PERSONAL FACTS:

Never say die attitude, always believe that there is always something to learn from everyone, Give credence to together every- body achieves more , Always looking for challenging options.

Personal Information: -

Father's Name	:	Sh. Jagar Nath Roy
D.O.B	:	15.11.1992
Language Known	:	English, Hindi, Maithili.
Marital Status	:	Single
Strength	:	Self-Confident, Quick Learner
Hobby	:	Reading, Writing, Sports, Traveling, Computer.

Declaration: - I hereby confirm that everything stated above is correct and true to the best of my knowledge.

(Signature)

RAJA KANT ROY