

## CURRICULUM-VITAE

**Name** : SOUVIK BATABYAL  
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**D.O.B** : 3rd September, 1995  
**Phone No .** : 8942866313

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### CAREER OBJECTIVE:

I have keen interest in finance, audits, accounts and taxation. So seeking an opportunity to work in an organisation which will allow utilization of my problem-solving skills plus accounting skills.

### KEY SKILLS:

- Strong knowledge in Accounts, Commerce and Taxation
- Invoice Processing, Amex Re-class, Refund, Accrual, Hold Reports, GR mails, VMS Invoices, Bank Mendes, Employee Banking setup
- Hands on experience of GFS in Oracle
- Knowledge of banking terms and technologies
- Extensive knowledge of MS Excel
- High degree of accuracy and attention to detail with the ability to detect errors
- Explanatory qualities
- Teamwork, leadership qualities and Excellent communicator

### EXPERIENCE: 2 years 3 months

- Currently working as a Process Associate in P2P Process in Capgemini. I had joined as an Associate on October 2018. My energy and dedication has always helped me deliver quality work within timelines.

### PROFESSIONAL QUALIFICATION:

- ❖ Pursued Masters in Commerce with specialization in Accounts & Finance from Calcutta University in 2018.

❖ **Pursued Bachelors in Commerce(Hons) from Calcutta University in 2016**  
with 59.33% marks

**EDUCATIONAL QUALIFICATION:**

YEAR	QUALIFICATION	NAME OF THE INSTITUTE	BOARD/UNIVERSITY	MARKS OBTAINED (CGPA)%
2013	Std. XII	St. Vincent's High & Technical School, Asansol	Indian School Certificate	68.33
2011	Std. X	St. Vincent's High & Technical School, Asansol	Indian Certificate of Secondary Education	55.71

**BEYOND CURRICULUM:**

- While pursuing M.Com I was an Educator of Accounts and Commerce at Sarada Educare, Kolkata for 2 years. The role of a teacher has instilled in me a passion to learn new things and know every topic in depth. Gradually I have developed immense patience in me which is the key to success. My explanatory and instructional techniques have also been boosted up.
- Actively participated and won many prizes in sports for school and other cultural events.
- Participated and was a member of the organizing team in School Science Fest 2008-2009 and CCBI Inter School Sports Tournament 2012.

**DECLARATION:**

**I hereby declare that the above mentioned information is true to the best of my knowledge and belief.**

**DATE: 28/1/2021**

**PLACE: KOLKATA**

*Souvik Batabyal*

**SOUVIK BATABYAL**