

PIU DEY

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PROFILE

I would like to apply my knowledge and skill to enhance my potential to the growth of the organization as well as myself and willing to work in a competitive environment, which provides me an opportunity to learn and make sincere contribution to the organization.

Proactive, innovative and highly influential, I am seeking a challenging but rewarding position, which is why I was naturally drawn to this exciting opportunity.

EDUCATION

Master of Commerce (M.COM)

IGNOU University with 55% Nov. 2023.

Agartala, Tripura

Bachelor of Commerce (B.COM)

RAMTHAKUR COLLAGE

Graduated with 50%, June 2019

Tripura University

Agartala, Tripura

12th, Commerce

ARUNDHUTI NAGAR HIGHER SECONDARY SCHOOL

Completed with 40%, January 2016

T.B.S.E

AGARTALA, TRIPURA

10th

ARUNDHUTI NAGAR HIGHER SECONDARY SCHOOL

Completed with 46%, January 2013

T.B.S.E

AGARTALA, TRIPURA

PROFESSIONAL EXPERIENCE

- 1 Year Diploma in Computer Application (DCA).
- Govt. ITI (WOMEN) 1 Year Course in COPA.
- 2 Year Experience in TALLY.

WORK EXPERIENCE:-

4Year Experience CA FIRM

Post:-Accountant Cashier & GST Assistant.

CURRENT WORK

- As a Accountant Assistant with CA Firm

WORK SUMMARY:-

- Company creation in Tally prime on the basis of requirement.
- Handling Purchases; Payment; Recipe; Sales Accounting Entry in Tally..
- GST Online Filling.
- Auditor Visit.

SKILLS

Computer proficiency with knowledge Tally ERP 9, MS Word, MS Excel, Advance Excel, Power point, Internet etc.

Typing speed of 32 wpm.

Professionally personality Suitable for direct Customer relations.

LANGUAGES

- Bengali
- Hindi
- English

INTERESTS

- Book reading
- Internet Surfing
- Listening to music

PERSONAL

- Father's Name: Mr. Kajal Dey
- Birthday : August 20, 1996
- Gender : Female
- Marital Status : Married
- Nationality : Indian

PRESENT ADDRESS:

North Badharghat, SubashPalli, Arundhuti Nagar, Agartala,
Tripura West, Pin-799003

Declaration

I, PIU DEY, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date :

Piu Dey
Agartala, Tripura (West)