

# KAUSTUBH KISHORE GOGOI

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## SUMMARY

I am a dedicated and detail-oriented individual pursuing a Master's degree in Business Administration. With experience as a Probationary Trainee in a Chartered Accountancy Firm.

## EDUCATION QUALIFICATIONS

Qualification	Institution	Year of Passing	Percentage
MBA	The Assam Kaziranga University	Pursuing	--
B.COM	Duliajan College, ( Dibrugarh University)	2020-23	7.39/10 CGPA
12th	Salt Brook Academy, Dibrugarh	2018-20	64%
10th	Oil India H.S. School, Duliajan	2017-18	68.6%

## WORK EXPERIENCE

Duliajan/Tinsukia 2024-25

### Probationary trainee at C.A. Firm (january 24-april 25)

- Assisted in Monthly GST return preparation and filings, ensuring accuracy and compliance with statutory deadlines.
- Maintained and prepared books of accounts using standards accounting principles and software tools
- Participated in routine accounting operations, including data entry, voucher verification, and ledger management
- Supported Income Tax computation, TDS reconciliation, and preparation of related financial statements

## CERTIFICATIONS

- Digital Marketing - **HubSpot Academy**
- Foundations: Data, Data, Everywhere- **Google(Coursera)**
- ChatGPT for Project Management - **Simplilearn**
- Introduction to Generative AI Studio - **Simplilearn**
- NCC A

## SKILLS

- Tally Prime
- Microsoft Office ( Excel , Ms Word, PowerPoint)
- HTML
- Data analysis with Excel

## INTERESTS

- Playing Chess
- Cooking
- Reading Novels
- Photography

## DECLARATION

I do hereby declare that the above mentioned information is correct and up to the best of my knowledge and I take full responsibility for the authenticity of the data provided.

Signature: 