

RESUME

Name: Md Tanweer

Address:55/ Tiljala Road

Place: Kolkata, West Bengal

Pin code: 700046

Email Address: mdtanweer29191@gmail.com

Contact Number:6289652941

Objective

Secure a responsible career opportunity to fully utilise my experience, skills, and training while making a significant contribution to the success of the organisation.

Education

Qualification	Board/University	Passing Year
B.COM(HONS)	University of Calcutta	2022
H.S (commerce)	West Bengal council of Higher secondary education	2019
S. E	West Bengal Board of secondary education	2017

Skills

- Proficient in MS Office (word, Excel, Power Point)
- Proficient in Accounting Tally (tally prime, tally ERP9)
- Knowledge in Auditing and booking
- Knowledge in GST and TDS
- Excellent verbal and written communication skills
- Ability to multitask and prioritize tasks

Experience

Worked as an Accountant (T. k. Gosh Chartered Accountant & co.)1, Rajdanga main road, Narkel Bagan, Kasba, Kolkata 7000107.

Job Responsibility

- Assist in organizing and managing firm tasks.
- Handle phone calls, emails, and other communications
- Maintaining Bank Statement and other data records
- Bookkeeping and vouching the financial data
- Assist in auditing of books of accounts
- Order and manage office supplies
- Adapt to changing priorities and urgent tasks

declaration

I hereby declare that all the details mentioned above are true to and best of my knowledge.

Signature

Md Tanweer

Place: Kolkata