**CURRICULUM VITAE**

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**Mr. Khurshid Alam**

LIG-83 Serampore Housing State

P.S. – Serampore, P.O. - Rishra

Hooghly – 712248

West Bengal, India

Email Id: **khurshid\_friend@rediffmail.com**

Contact No. : 9748165398, 9804565460

**CAREER OBJECTIVE**

To Work with Dedication & Sincerity in Fulfilling My Duties and Responsibilities Towards the Organization.

**WORK EXPERIENCE**

1. Presently I am working as “Accountant Executive” in Dewar’s garage limited (Authorized dealer of maruti Suzuki car) at 14 British India street Kolkata 700069 from September, 2015 to till now

My responsibilities include:-

* Prepare and submit online e-payment of ESI, PF, GST, and TDS.
* filing online e-return of ESI, PF, GST, TDS, INCOME TAX
* To calculate monthly GST, tds payable, tds receivable.
* To prepare various type of report on excel as per management required.

1. I have work as “Accountant Assistant” last 2.3 years in Dmp project private limited at dhulaghar from May, 2013 to August, 2015.

My responsibilities include:-

* Prepare and submit online e-payment of ESI, PF, and TDS
* filing online e-return of ESI, PF, TDS, INCOME TAX
* prepare voucher (Receipts, payment, journal, contra, sales and purchase)
* Maintain monthly business Accounts and co-ordinate with H.O.
* Prepare purchase and sales bills entries, Chaque entries etc.
* to generate e-waybill
* to keep records of excise related document
* To prepare various type of report on excel as per management required.

**EDUCATIONAL QUALIFICATION**

* Post graduate diploma in international business organization (PGDIBO) in 2017.
* Graduation with B. Com (H) in 2012.
* Higher Secondary in 2009.
* Secondary level in the Year of 2007.

**HOBBIES**

* Listening to Music & Playing Cricket

**ADDITIONAL KNOWLEDGE**

* Basic Computer, MS-Office, Tally ERP 9 and Online working Experience.
* Tally, fact, busy, oraclas, internet
* Microsoft word, excel, access, power point, etc.

**LANGUAGES [READ, WRITE & SPEAK]**

* Bengali, English and Hindi.

**PERSONAL DETAILS**

Name : Khurshid Alam

Father’s Name : MD. Farooque

Date of Birth : 1st January’ 1990

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Caste : General

**DECLARATION**

I do hereby declare that the above written particulars are true to the best of my knowledge and

my belief.

***Signature***

***(KHURSHID ALAM)***

**Place: Rishra**

**Date : \_\_\_/\_\_­­\_ /\_\_\_\_\_**