**Moumita Roy Present Address:**

Contact : 7874038946 C-2, Ground Floor,

EmailID: rmoumita03@gmail.com Ashoknagar, Nr. Ami Society,

Diwalipura, Baroda-390015

**Career Objective:**

To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills and to achieve success through hard work.

**Educational Qualification:**

* MBA From Swami Vivekanand University with 70.44 % (First Class)
* B.Com From M.S. University with 54 % in 1st year 2010
* B.Com From M.S. University with 56 % in 2nd year 2011
* B.Com From M.S. University with 58 % in 3rd year 2012
* Passed H.S.C. from G.S.H.E.B with 75 % in March 2009( English Medium)
* Passed S.S.C. from G.S.E.B. with 71% in March 2007(English Medium)
* Certification inTally ERP 9

**Experience:**

**Name of Company: - Orion Education Pvt Ltd** **August 2012 to Till Now**

**Designation: Account Assistant**

It is one of the Education firm that provides courses from management to technical courses.

* Making Receipts & Vouchers.
* Handling Day to Day cash and all bank transaction.
* All audit work and filling return.
* Monthly Salary distribution.
* Maintaining MIS.
* Making Profit statement after analyzing data.
* Making Debtors billing sheet and coordinate with them.
* Maintained an effective system for analyzing and reporting on operating and capital expenditure
* Dealt with a turnover of 1 crore.
* Maintaining records.
* Other experience : Recruiting & HR roles i.e taking interviews, deciding salary.

**Strength:**

* Positive Thinking
* Helpful
* Self Motivated
* Hard Working & Punctual
* Perfect Planning & Management

**Professional Skill:**

* Tally ERP 9
* Internet **,** Official mails etc**.**
* MS Word, Excel
* Good written & verbal communication

**Extra Curricular Activity**:

* Dance (Bharatnatiyam)
* Drawing
* Floral Rangoli, Ball Race

**Personal Details:**

Date of Birth : 21-02-1991

Address : C-2, Ground Floor, Ashoknagar , Nr. Ami Society, Diwalipura, Baroda- 390015

Language Known : English, Hindi, Bengali, Gujarati

**Declaration:**

I hereby declare that all the statements given above are correct andtrue on behalf of my knowledge. If a chance is given to me, I am sure that I will do my best towards my work and conduct.

Thank You

Moumita Roy