



CURRICULUM-VITAE

MRS. BISHAKHA MITRA DUTTA

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SUMMARY:

Flexible office assistant & accountant with good communication skills and pleasing personality and accountant who adapts seamlessly to constantly accounting processes and techniques.

SUMMARY:

To obtain a job within my chosen field that will challenge me and allow to use my education, skills and past experience in a way that is mutually beneficial to both myself and employer and allow for future growth and advancement.

EDUCATIONAL QUALIFICATIONS:

Degree/Exam	Institution	Year of passing	Percentage
H.S.L.C	SEBA (English medium)	2010	75.34%
H.S.S.L.C.	AHSEC (English medium) (Commerce stream)	2012	68.8%
B.COM	Dibrugarh University (English medium) (with major in Accounts and Finance)	2015	61%
M.Com	Dibrugarh University (with major in Banking)	Pursuing	—

ADDITIONAL QUALIFICATION :

Diploma In Industrial Accounting (1YR course,yr-2015-16)
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HIGHLIGHTS :

- Updating paperwork, maintaining documents and word processing
- Maintain inventory records
- Creating, maintaining and entering information into databases and maintaining them on monthly basis
- Tally ERP9, Tally Prime-GST accounting
- Account Reconciliation, Auditing
- Financial statement analysis
- General Ledger accounting

SOFTWARE PROFICIENCY:

- Microsoft Office package
- Manual accounting
- Windows XP, Windows 7, Windows 8 etc.
- Tally ERP9.0
- Tally Prime-GST Accounting
- Photoshop
- Front page
- Microsoft Outlook

WORK EXPERIENCE:

1. Worked as a permanent residential LDC in VIVEVEKANANDA KENDRA VIDYALAYA, TAFROGAM under VIVEKANANDA KENDRA ARUNACHAL PRADESH TRUST since 13th June 2017 till 22nd May 2022 with an experience of 5 (five) academic sessions.
2. Worked under a CA firm as a GST Accountant for 3 months.

TASKS:

- Handling incoming calls and other communications and help in organizing and maintaining office common areas.
- Managing filling system and creating, maintaining, entering information into databases on monthly basis.
- Maintaining inventory records.
- Revise and streamline inefficient work procedures with automation software.
- Collaborate extensively with chartered accountants during preliminary and year-end audit processes.
- Investigate and resolve discrepancies in monthly bank accounts while under tight deadlines.
- Controlling income & expenditures and maintain of accounting vouchers in Tally ERP 9.0 & Tally prime- GST Accounting.
- Completing and updating the school information on CBSE portal.
- Continuous updating of information with concerned Directorate of School Education and other Government Agencies and also into different schemes like NSS Units.
- Helping students with registration for different scholarship examinations like NMMS, NTSE, SMS etc and different projects too.

PERSONAL DETAILS:

Date of Birth: 04 January 1993

E-Mail: bishakha44mitra@gmail.com

Contact No.: Whatsapp+91 8876347443/ call- 7005698295

Nationality: Indian

Marital Status: -Married

Gender: Female

Religion: Hindu

Residential Address: Vivekananda Colony, Gurungmati

P.O-Bokajan,P.S-Bokajan,Dist:Karbi Anglong

Pin: 782480 State:Assam

Declaration

I hereby declare that all the above mentioned facts & information are true to the best of my knowledge. I will be solely responsible for any discrepancy found in them.

Place: Bokajan

Date : 20/08/2022

Bishakha Mitra

(Bishakha Mitra)