

# CHANDNI DAM



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in chandnidam8\_rdv@indeedemail.com

*A highly motivated Commerce Graduate with Honors seeking a full time position in an Organization which will give me challenging responsibilities and an opportunity to grow.*



## SKILLS

Tally 9, Ace 9, Analyst	■ ■ ■ ■ ■
Time management	■ ■ ■ ■ ■
Customer and personal service	■ ■ ■ ■ ■
Coordination	■ ■ ■ ■ ■



## EDUCATION

**B.Com (Hons)**  
**Calcutta University 2014**

- Graduated with honours

**Higher Secondary Education**  
**National High School For Girls**

**Secondary Education**  
**National High School**

**DOB- 08-08-1991**



## COURSES

**Software Finance Diploma**  
**CMC 2011**

**Impact Intermediate**  
**British Council 2013**



## EXPERIENCE

**Junior Accountant & Purchase Coordinator**  
**Tropicana Exotics Pvt. Ltd. ( Feb.20 - Present)**

- Maintaining purchase entries in Tally ERP9 & Analyst Software
- Coordination with Suppliers, PF, ESI Entry
- Working on Excel (Advance formulas)
- GSTR1 (uploading invoices)

**Accounts cum Office Assistant**  
**SN Khetan & Associates (May 2017 - Jan 20)**

- Maintaining sale entries in ACE.9 & Tally ERP9.
- Acct. entries in Tally & BRS
- Keeping Updates on sales and purchase of shares of individual parties.
- TDS Return, Web e-tax filling, Filling important documents.
- GSTR1

**HR Executive cum Admin & Jr Acct.**

**Sparks Call Tech Pvt. Ltd. ( May 15 - Sept. 16)**

- Oversee Staff Recruitment Process
- Co-ordinate career development
- Resolve employee relations issues (Maintained General Book Keeping)



## LANGUAGES

English	■ ■ ■ ■ ■
Hindi	■ ■ ■ ■ ■
Bengali	■ ■ ■ ■ ■

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