

**SK ZEESHAN**

**B.COM (Hons.)**

**ADDRESS: 23/B/H/8 PALM AVENUE**

**Pin Code: 700019**

**Contact number: 8240115625**

**E-mail: zsk0066@gmail.com**

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**CAREER OBJECTIVE:**

Looking for a challenging career in an organization and utilize my knowledge and problem-solving skills to make a meaningful contribution to the organization which gives me an opportunity to grow along with company or organization. To work for an organization where I can contribute my skills and assume responsibilities, always keeping organization goals as priority.

**PROFESSIONAL QUALIFICATIONS:**

**ACADEMICS:**

<u>Course</u>	<u>School/College</u>	<u>YEAR</u>	<u>UNIVERSITY/BOARD</u>	<u>MARKS%</u>
<u>B.COM (HONS)</u>	<u>Shyama Prasad College - Kolkata</u>	<u>2021</u>	<u>Calcutta University</u>	<u>54.78%</u>
<u>XII</u>	<u>Puddu Pukur Institution</u>	<u>2016</u>	<u>W.B.H.S.E</u>	<u>60%</u>
<u>X</u>	<u>Adi Bally Gunge Vidyalaya</u>	<u>2014</u>	<u>W.B.S.E</u>	<u>50%</u>

**WORK EXPOSURE:**

**Company Name: SBI BACK OFFICE**

**(Period Served: February 2019, to March, 2020)**

**Address: Salt lake, Sector V, Kolkata- 700091**

**Designation: Associate**

**CA Firm Name: Ghoshal & Co. (Ca Anand Somani) (Partner)**  
**(Period Served: April 2021 till date)**

Address: 4, Ganesh Chandra Avenue Kolkata- 700013

Designation: Accountant

**WORK EXPERIENCE IN A GLANCE**

S. Preparation of Partnership DEED, Supplementary DEED, LLP Agreement

V. Preparation of DSC

X. Preparation of Balance sheet and PL & notes from Trial balance of LLP

**Computer Proficiency:**

. Knowledge in Basic Computer (MS Excel, MS Word, Power point, Internet)

**STRENGTH**

- . Good Communication Skills, writing and word processing skills
- . Willingness to Learn
- . Adaptability
- . Sense of discipline and easy coordination with people
- . Took Part in various cultural and sports events and won prizes
- . Good Logic and reasoning ability to identify the strengths and weakness of alternative solutions
- . Ability to deal with people diplomatically
- . Working under deadlines

**HOBBIES/INTERESTS**

- . Singing. Have performed in School and college at Annual functions
- . Playing Cricket
- . Avid Reader

**PERSONAL DOSSIER:**

- . Father's Name: ZAFAR EKBAL
- . Date of Birth: 02-04-1987
- . Nationality: Indian
- . Religion: Islam
- . Sex: Male
- . Language Known: English, Hindi, Bengali

**DECLARATION**

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

