

MOUSUMI DASH

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Analyst

To utilize my knowledge and to associate with an organization which progresses dynamically and gives a chance to update my knowledge and enhance my skills. Aspiring to take new role and new challenges. Highly motivated and detail-oriented with total five years of experience and around two years of experience in tax compliance. Possessing excellent analytical skills and the ability to work in a fast-paced environment. Delivered high-quality work within strict deadlines. Ability to outperform under pressure through self-motivation. Respect for the diversified and inclusive work culture. Ability to learn and pick better roles and responsibilities in due course. Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

Education

Masters in English Literature

Rabindra Bharati University at Kolkata |
June 2012 - December 2014

Bachelors in English Literature

University Of Calcutta at Kolkata | June
2006 - June 2010

Key Skills

- Team Networking
- Detail Oriented
- Client Relation Management
- Willingness to learn
- Service Delivery
- Being Diligent with Time Management
- Ability to Understand Delegated Objectives
- Data management
- Active listening skills
- Technical Networking
- Taxation
- Stakeholder Management
- Innovative Content Development

Professional Experience

March 2020 -
December 2021

Advanced Analyst

Ernst & Young

- Worked under the supervision of various team leaders and carrying out all the responsibilities in operations related to taxation.
 - Process oriented data management, worked on creating reports on daily basis for the clients. Handled large database.
 - Preparation of International Assignment related calculation such as Tax calculation.
 - Preparation of MIS reports based on daily, weekly and monthly client data.
 - Assisting Senior Managers and Managers in strict deadline projects.
 - Researching various theories and positions and applying them to specific client needs.
 - Delivering day to day status reports to Australian Team Leads.
- Coordinated with various teams at all levels - during schedule, preparation and packaging of Australian tax returns.

May 2019 - March
2020

Content Writer

OneIndia, Greynium Information Technologies Pvt. Ltd

- Worked under the supervision of Editors and carried out all responsibilities.
- Provided training to the new writers.
- Provided editing, content writing, social media handling, creating SEO & keywords, strategy formation & collected information through wire services and written with more incisive bent to stimulate readers.

November 2018 -
April 2019

Content Writer

Freelance

- Worked under the supervision of Editors and carried out all responsibilities.
- Provided training to the new writers.
- Provided editing, content writing, social media handling, creating SEO & keywords, strategy formation & collected information through wire services and written with more incisive bent to stimulate readers.

March 2017 -
November 2018

Content Writer
Nexval

- Worked under the supervision of Editors and carried out all responsibilities.
- Provided training to the new writers.
- Provided editing, content writing, social media handling, creating SEO & keywords, strategy formation & collected information through wire services and written with more incisive bent to stimulate readers.

Certifications

May 2023

Microsoft Excel | Udemy

Microsoft Excel - Excel from Beginner to Advanced – Udemy.

EY Badge course – EY Silver badge – Better Me | EY Badge

[www.credly.com/badges/94ce6a27-6ebe-4b2c...](https://www.credly.com/badges/94ce6a27-6ebe-4b2c-9d3d-4a1b2c3d4e5f)

May 2023

Post Graduate Program in Business Analysis Certification | Perdue University

Post Graduate Program in Business Analysis Certification- Post Graduate Program in Business Analysis, in partnership with Purdue University (Agile Scrum methodologies, database, and visualization tools, including Excel, Power BI, and Tableau).

Software

Tool: SAP (Mercury)

Microsoft Office Suite (MS-Advanced Excel, MS-PowerPoint, MS-Word), proficient with Excel Pivot Tables and V lookup, H lookup

SharePoint

MYOB Tool

Operating Systems: Windows (98, XP, 2000, 7 & 10)