**Name: Ayoti Chowdhury**

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Email: ayoti.chowdhury@gmail.com

Address: 1050/1 Survey Park Ambuja Housing Society Kolkata-700075

## Career Objective

I would like to be associated with an organization where I can utilize my professional skills for the growth of the organization.

## ACADEMIC QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Examination** | **Institute/College/School** | **Board/University** | **CGPA/ Percentage** |
| 2018 | B.Com | Sammilani Mahavidyalaya | Calcutta University | 38 |
| 2013 | Higher Secondary Examination | Carmel High School | West Bengal Council of Higher Secondary Education | 62 |
| 2011 | Secondary (CBSE) | G.S.S Girl’s School | Central Board of Secondary Education | 60 |

**PROFESSIONAL QUALIFICATION**

* Completed a course on Financial Accounting from Brainware Computer Academy
* Completed a course on Goods and Service Tax(Using Tally ERP) from Brainware Computer Academy

**PROJECT DETAILS**

Project 1:

* Project Name : Accounting and Payroll project using Tally ERP,MS Excel
* Platform/Tools : Tally ERP.9,Excel
* Description : Using Tally ERP.9 recording purchase invoice, sales invoice, debit voucher(Cash and Bank), cash & bank receipts, contra entries, payroll details, payroll vouchers, report generation, Using excel to record payroll details, Filling up of various forms for profession tax and provident fund
* Role : Accountant and Payroll Executive

Project 2:

* Project Name : Taxation Project
* Platforms/tools : Excel
* Description : Preparing income tax return using Excel utility & generating XML file, Filling up of Income Tax challan,

Preparing VAT return & filling up of VAT challan, preparing service tax retun & filling up of service tax challan

•Role : Tax Consultant

**ADDITIONAL CERTIFICATION**

•Completed a Basic Course from Brainware Computer Academy

**WORK EXPERIENCE**

• Worked at ORB BIOTRONICS PVT. LTD. as a Back Office Executive from July 2018 to December 2021.

**ACHIEVEMENTS**

• Performed stage programs at Dr. Triguna Sen Auditorium under Jadavpur University, Gyan Mancha, Gorky Sadan, Madhusudan Mancha, Kalamandir and many more which helped me to develop a team building quality.

**EXTRA CURRICULAR ACTIVITIES**

* Pursuing 3rd Year in Manipuri Dance from “Meitei Jagoi’’

**HOBBIES & INTERESTS**

* Dancing
* Reading Story books

**LANGUAGE PROFICIENCY**

* ENGLISH **:** READ/ WRITE/ SPEAK
* HINDI **:** SPEAK
* BENGALI **:** READ/ WRITE/ SPEAK

**PERSONAL PROFILE**

* Guardian’s Name : Tapan Kumar Chowdhury
* Date of Birth : 24/08/1994

Place: KOLKATA

( AYOTI CHOWDHURY )

Date: