

CURRICULUM VITAE



OBJECTIVE

To work in a challenging and creative environment and effectively contribute towards the goals of the organization. Seeking a position to utilize my skills and abilities in the field that offers ample scope for learning and professional growth while being resourceful and competitive.

PERSONAL

Name	NITAI CHARAN MANNA		
Address (permanent)	S/O – HARIPADA MANNA VILL. – TALADIHA, P.O:- TALADIHA, P.S:- PATASH PUR, DIST:- PURBA MEDINIPUR, PIN:-721144.		
Email	nitaimanna47@gmail.com	Date of Birth	09.03.1993
Nationality	Indian	Ph. No.	08460362720 /8128115468
Sex	Male	Marital status	Single
State	West Bengal	Religion	Hindu

ACADEMIC DETAILS

Examination	Board / University	Name of institute	Year of Passing	Division
Matriculation	W.B.B.S.E	BALAVADRAPUR	2008	1st
Higher Secondary(Commerce)	W.B.C.H.S.E	NAIPUR	2010	1st
1. B.COM(HON.)ACCOUNTANCY	VIDYASAGAR UNIVERCITY	MIDNAPUR K.D.COLLEGE OF COMMERCE	2013	2nd

LANGUAGE

- ❖ Bengali (RWS)
- ❖ English (RWS)
- ❖ Hindi(RWS)

EXTRA CURRICULARS

COMPUTER: CITA (MS-OFFICE)

: SAP/ERP

: TALLY -9.0,

EXPREANCE

COMPANY: - SIMPLEX INFRASTRUCTURES LTD ACCOUNT OFFICER ACCOUNT DEPARTMENT,

CLIENT: - RELIANCE INDUSTRIES LTD REFINERY J3 PROJECTS JAMNAGAR,

NATURE OF JOB: -

1. WORK ORDER CREATION.
2. SERVIS ENTRY.
3. KHARAKI, TRAVILLING BILL, HOUSE RENT, ETC BOOKING & PAYMENT.
4. SERVICES TAX

DECLARATION

I hereby declare that the information given above is true by best of my knowledge.

With Regards
Nitai Charan Manna

(NITAI CHARAN MANNA)