

Kalyan Paul

B. Com



Contact: 7718591853, 7364082669

E-mail id: kalyanpaul13@gmail.com

I aim to work for an organization that extends opportunities for extensive learning & skill enhancement for all of its employees by fostering a professional environment. I see myself contributing to explore my maximum potentiality as a self-motivated, energetic professional & utilize my skills and knowledge in the advancement of organization.

Professional Experience

Occupation: Working as the Junior Accountant in S.M.CHOPRA ASSOCIATES, Kolkata; From April 2016 to 31st March 2018.

JOB PROFILE: PREPARATION OF SALES BILL, BANK ENTRY, B.R.S, PURCHASE BILL, PURCHASE BILL, VOUCHERS ENTRY PASS, GSTIN WAY BILL, GST RETURNED, INCOME TAX RETURNED, PROFESSIONAL TAX RETURNED, TDS PAYMENT PF & ESI ACCOUNT PAYABLE AND ACCOUNT RECEIVABLE.

PREVIOUS ENGAGEMENT: AS AN ACCOUNT EXECUTIVE PROFILE.

Company Name: Now I'm in the current company GANAPATI BALAJI TAX CONSULTANT. FROM 1ST April 2018 to Continue....

Experience:

- 4 Years in Tally ERP 9 Working.

Professional Details

- B.COM from Ramsaday College in AMTA.
- Computer training from The Institution of Computer Accountants.

Academics

- Graduation in B. Com under N.C.U 2017 with 49 per cent marks.
- 10+2 under W.B.C.H.S.E. in 2014 with 38 per cent marks.
- 10th standard in 2011 under W.B.B.S.E. with 42 per cent marks.

Software Skills

Completed Microsoft excels 2013 training from The Institution of Computer Accountants, Tally E.R.P 9 & Expert, Busy I working.

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Languages Known

English and Bengali

Personal Details

- Father's Name: Sri Becharam Paul
- Date of Birth: 8th Day of April 1994.
- Address for Correspondence: Vill+Post - Pantihal.
- Dist. Howrah, West Bengal, Pin - 711410
- Sex: Male

Declaration

I do hereby solemnly affirm and declare that all the information given in my bio data is true and best according to my knowledge.

Date:

Place:

(Signature)