

NAME : **ARUN KR PAUL**
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Objective

- ≈ To integrate into a distinctive culture built on quality, trust & superior specialist skills that breeds success & encourage a long-term relationship.
- ≈ Pursuit of over achievement, eager to innovative new idea & learn more and more day to day.

Professional Experience

≈ **Diploma in Financial Accounting System** from **Brainline Infotech**

From 1st January 2005 to 31st December 2006

Summer Internship Project

- ≈ Working in **Krittika Enterprise** from **1st January 2021** still now continues.
- ≈ **Job Assigned:** - Maintain of Bank Reconciliation & Banking Related work (Online Payment & Others) Accounting work with Tally, Quickbooks Accounting Software, Calculation of TDS, GST & P. Tax with online submission, Knowledge of Individual Balance Sheet Finalization.

≈ **Previous Company:-** **Jovian Container Lines Pvt. Ltd.** from **1st December 2019** to **30th October 2020**.

≈ **Job Assigned:** - Maintain of Bank Reconciliation & Banking Related work (Online Payment & Others) Accounting work with Tally, Real Estates Working Knowledge, Calculation of TDS, GST & P. Tax with online submission, Knowledge of Individual Balance Sheet Finalization & Online Form Submission, Also Idea of New application for TDS. GST, P. Tax & PAN no.

≈ **Job Assigned:** Mail Communication is very important.

≈ **Role:** - **Accounts Staff (Multi-Tasking Working Experience)**

≈ **Previous Company:-** **Jalan International Films Pvt. Ltd.** from **1st November 2007** to **30th November 2019**.

≈ **Job Assigned:** - Maintain of Data base of ROC & Online Filling, Bank Reconciliation, MIS, Accounting work with Tally, Real Estates Working Knowledge, Internal Audit, Calculation of TDS, GST & PT with online submission, Knowledge of Individual Balance Sheet Finalization.

≈ **Role:- Junior Accounts Staff.**

≈ **Previous Company :-** Crystal Automobiles an Authorized Dealer of **EICHER MOTOR LTD.** from **2nd May 2007** to **30th October 2007.**

≈ **Job Assigned :-** Preparation of Job Cards, Spare parts sale bills & purchase order & Invoicing in **DMS (Dealer Management System)**

≈ **Role :- Office Assistant.**

Educational Qualifications

≈ Bachelor of B.com (Hons)	From	Hari Mohan Ghosh College. (Calcutta University)	2005
≈ Higher Secondary Education	From	Hari Mohan Ghosh College West Bengal Board of Higher Secondary Education .(INDIA)	2001
≈ Secondary Education	From	West Bengal Board of Secondary Educatio. (INDIA)	1999

Computer Literacy

Operating System	:	Conversant with Windows operating system.
Applications Accounting	:	Microsoft Word, Excel, Power Point, internet & Package. Advance Excel – Pivot Table.

Personal Details

Father's Name	:	Bhutnath Paul.
Date of Birth	:	19.06.1984
Nationality	:	Indian.
Marital Status	:	Married
Languages Known	:	English, Hindi & Bengali.
Present Job Location	:	Kolkata
Pref. Location	:	Kolkata
Experience	:	13 Years.
Current CTC	:	2.40 Lac Per Annum.
Expected CTC	:	3.00 Lac Per Annum

Date: 14.05.2021
Place: Kolkata

Arun Kumar Paul