



ADITYA NATH TRIPATHI

Address- Dubai,UAE

E-Mail: adityatripathi9519@gmail.com

Contact: +91 9088462004

Specialization: ACCOUNTS & AUDIT

Objective

Intend to build a career with leading corporate of dynamic business environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment to achieve the corporate goals.

Professional Experience:

Total 3 years 4 month experience

1-Primas Career Management Consultants LLP (Kolkata,India)

Working as Accountant cum Admin From 1st June'2017 to Present.

- ❖ Daily bookkeeping and accounting processes
- ❖ Monitor billing for compliance with all internal policies
- ❖ Prepare Journal entries for prepaid expenses and deferred revenue
- ❖ Handling petty cash
- ❖ Bank reconciliation statements (Banking)
- ❖ GST compliance
- ❖ Account finalization
- ❖ Preparation of daily reports on Bank deposit summary
- ❖ Dealing with customer
- ❖ Receiving Amount from client
- ❖ Management information system MIS
- ❖ Financial reporting and other administrative requirements for management
- ❖ Coordinating with auditor in preparation of year end audit
- ❖ Managing documents & Files
- ❖ Attendance & Salary sheet preparation
- ❖ multifaceted general office support

2-Krishna Telecom (Kolkata ,India)

Worked as Accountant from 28 March'2016 to 4th July'2016.

- Raising bills
- ❖ Create vat report for Vat challan & returns
- ❖ Day to day entry
- ❖ Cash Handling
- ❖ Maintaining cash book
- ❖ Accounts reconciliation

- ❖ Management Information system

3- **Rajsquare Manpower Pvt Ltd. (Kolkata,India))**

Worked as Data entry operator cum Accounts executive from 1st May'2014 to 31st Oct'2015.

- ❖ Raise invoice with service tax
- ❖ Day to day expence entry
- ❖ handling petty cash
- ❖ service tax challan prepration & return filing
- ❖ Account finalization

Technical Skills & Professional training

C.I.A(Certified Industrial Accountants)from "The Institute Of Computer Accountant".

- ❖ MS-Office (M.s word , M.s Excel , Powerpoint)
- ❖ Business Accounting.
- ❖ Tally.
- ❖ ACE
- ❖ Accounts Reconciliation & Finalisation.
- ❖ Income Tax & TDS
- ❖ VAT & Service Tax.
- ❖ Goods & Service Tax

Educational Qualification

Examination	Year	Board/University	Marks
B.com	2018	IGNOU	59%
Higher Secondary	2012	UP BOARD	66%
10 TH	2010	UP BOARD	60%

Field of interest

- ❖ Playing cricket
- ❖ Internet Surfing
- Listning Classical song

Personal Information

Passport No-N7759200

Marrital status-Single

Language Known:

English ,Hindi,Bengali

Declaration :I hereby declare that the information furnished above is true to the best of my knowledge.

Place :Kolkata,India

Date-24/12/2018

Aditya Nath Tripathi

