

Moumita Roy

Contact : 7874038946

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Present Address:

C-2, Ground Floor,
Ashoknagar, Nr. Ami Society,
Diwalipura, Baroda-390015

Career Objective:

To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills and to achieve success through hard work.

Educational Qualification:

- MBA From Swami Vivekanand University with 70.44 % (First Class)
- B.Com From M.S. University with 54 % in 1st year 2010
- B.Com From M.S. University with 56 % in 2nd year 2011
- B.Com From M.S. University with 58 % in 3rd year 2012
- Passed H.S.C. from G.S.H.E.B with 75 % in March 2009(English Medium)
- Passed S.S.C. from G.S.E.B. with 71% in March 2007(English Medium)
- Certification in Tally ERP 9

Experience:

Name of Company: - Orion Education Pvt Ltd
Designation: Account Assistant

August 2012 to Till Now

It is one of the Education firm that provides courses from management to technical courses.

- Making Receipts & Vouchers.
- Handling Day to Day cash and all bank transaction.
- All audit work and filling return.
- Monthly Salary distribution.
- Maintaining MIS.
- Making Profit statement after analyzing data.
- Making Debtors billing sheet and coordinate with them.
- Maintained an effective system for analyzing and reporting on operating and capital expenditure
- Dealt with a turnover of 1 crore.
- Maintaining records.
- Other experience : Recruiting & HR roles i.e taking interviews, deciding salary.

Strength:

- Positive Thinking
- Helpful
- Self Motivated
- Hard Working & Punctual
- Perfect Planning & Management

Professional Skill:

- Tally ERP 9
- Internet , Official mails etc.
- MS Word, Excel
- Good written & verbal communication

Extra Curricular Activity:

- Dance (Bharatnatiyam)
- Drawing
- Floral Rangoli, Ball Race

Personal Details:

Date of Birth : 21-02-1991

Address : C-2, Ground Floor, Ashoknagar , Nr. Ami Society, Diwalipura, Baroda-390015

Language Known : English, Hindi, Bengali, Gujarati

Declaration:

I hereby declare that all the statements given above are correct and true on behalf of my knowledge. If a chance is given to me, I am sure that I will do my best towards my work and conduct.

Thank You
Moumita Roy