Soumya ranjan das

17 Govt Place,Easplanaed Mansion, Kolkata-69

**Mobile:** 8118087599 **E-mail:** Suvamdas184@gmail.com

Personal Profile

I am a person with positive attitude, Self-Confidence. Who works whole heartedly in each and every activity taken up and thereby archives excellence. I consider myself to be a work-oriented person having assets of intellectual Knowledge, sociability and a flavour to do work in any atmosphere.

Personal Skill

* I have good communication skill and exceptional creative idea.
* Have good patience which I believe will lead to better human relation.
* Good in team work and team leading.

Education

**2015** Bachelor of Commerce from Utkal University.

**2012** Higher Secondary from Odisha Council of Higher Secondary Education.

**2010** Matriculation from Odisha Board of Secondary Education.

**Work Experience**

**[Nov 2018 – Present Account assistant Abbas & Associates**

* Doing entries of all accounting-sales, purchases, payments, receipts, journals & related vouchers on a day to day basis.
* Preparation of periodical bank reconciliation statements.
* Filing GST.GST Reconciliation,GSTR2A Reconciliation
* P-tax Enrolment, Certificates Generate.
* Audit

**Oct 2017 – Sep 2018 Account assistant Narayani Sons Pvt.Ltd**

* Maintain Daily Cash Book / Bank Book,
* Doing entries of all accounting-sales, purchases, payments, receipts, journals & related vouchers on a day to day basis.

**IT Skills**

* **Operating System :** Windows XP , Windows 7,Windows 10
* **Application & Tools:** Ms- Excel, Word,

**Hobbies and Interests**

* Listening music.
* Reading newspaper.

Personal Information

Date of Birth : 2nd-July-1995

Full Name : Soumya Ranjan Das

Father Name : Sanyasi Das

Permanent Address : Brahmanigan, Via- Arai, Dist-Jajpur, Odisha - 755027

Languages Known : English, Hindi and Odia.

I hereby declare that all the above information given by me is true and fair.

**Date- Soumaya Ranjan Das**

**Place- (SIGNATURE)**