## CURRICULAM - VITAE

I am enthusiastic, self motivated and I strive for the best in everything I do

## 

*PERSONAL DETAILS:*

NAME :SUMANA GUHA D/O :SUJAY GUHA DOB :20.03.1996 MOBILE :7278710584 E MAIL ID : sammy.18[.sumi@gmail.com](mailto:.sumi@gmail.com) ADDRESS : 201, Prafulla Nager Belgharia, Kolkata- 700056.

*ACCADEMEDIC QUALIFICATION :* Matriculation Passed from Kendriya Vidyalaya Cossipore - 2011

Higher secondary passed from Kendriya Vidyalaya Cossipore - 2013

Under Graduate from West Bengal State University (B.COM HOUNERS, FINANCIAL ACCOUNTING ) - 2016

*Experience:*

**Name of Company**-Royal InfraconstruLtd.

**Designation**:Account Executive

**Duration**: 16 May 2016 to Present

**Responsiblity**: Prepare Central Purchase Register Statement for Odisha.

Prepare Input Tax Register Statement for Odisha.

Prepare Waybill Register Statement for Odisha.

Follow up with project coordinator for ensuring statutory monthly payment of Entry Tax, Professional Tax for Odisha.

Assist superior for preparing VAT Return, CST Return, Entry Tax Return.

Filing and maintaining documents related to Indirect taxation.

*Core Efficiency:*

* Internet Savvy
* Good Typing Speed.
* Expert in Microsoft Excel, Microsoft Word , Microsoft Power point.
* Strong Interpersonal Skill.

*ACHIEVEMENT IN EDUCATION*

* Certificate from Mr. Kapil Sibal (Minister of human resource development, communications and information technology, Government of India, New Delhi) for performance in Matriculation passed during2010-2011.
* Certificate from Mr. Madan Mitra (Minister in charge Sports and Transport Department Government of West Bengal) for recognition of performance in the Higher Secondarypassed during 2012-2013.

*ACHIEVEMENT IN SPORTS*

* State Junior Women Championship held at Bhowanipur Boxing Association on 2009 and declared winner.
* Secure first position in Tug of War for girls in the Regional Sports Meet from Kendriya Vidyalaya Sangathan during 2010-2011
* State Junior Women Championship held at Bhowanipur Boxing Association on 2010 and declared winner.
* Participated in the State level matches of the Regional Sports Meet in Kabaddi under 19from Kendriya Vidyalaya Sangathan during 2011-2012
* Secure Second position in Throw Ballfor girls in the Regional Sports Meet from Kendriya VidyalayaSangathanduring 2012-2013

*LANGUAGE KNOWN:* English, Hindi and Bengali

**DECLARATION:** I hereby by declared that the given information are true of my knowledge.

Sumana Guha