**Curriculum Vitae**

**Professional Objectives:** I am looking for a platform wherein I can grow myself and contribute towards the team’s growth. I would like to align my career objectives with the goals of the organization and be a part of its success.

**Work Experience:**

**AWZ Services Pvt. Ltd –** *(January 2017 – till date).*

**Job Designation: Office Executive**

**Job Description**:

* Coordination with dealers
* Coordination with suppliers for product supplies
* Verification of sub dealer documents
* Contributing in marketing promotional activities
* Created vouchers for salary as well as dealer payments

**K. R. Sriram& Company,Kolkata**- *(December 2015 –October2016).*

**Job Description**:

* **Filing of ITR. ( Income Tax Return ) -** Income tax return filing for individuals and companies.
* **Accounting for individuals -** Making bank analysis and computation for individuals.
* **Weekly Internal Reporting –**Making weekly report of work completed.

**Projects:**

* **Concurrent Audit for aNationalized Bank-**
  1. Checking locker records
  2. Daily cash management records
  3. New deposits and advances in the branch of the bank
  4. Making monthly report for the branch of the bank
* **Auditing for a production company –**
  1. Checking vouchers of sales records and payment records
* **Account entries for a trust –**
  1. Making entries in tally and Bank Reconciliation Statement

**IT Skills:** Tally ERP 9, MS Word, MS Excel, MS PowerPoint

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| EXAMINATION | INSTITUTION | MARKS | GRADE |
| MBA (Finance) | Sikkim Manipal University | 62% | B |
| B.Com (H) | SivanathSastri College | 50% | Division 2 |
| Higher Secondary Examination | Swami PranabanandaVidyapith | 71% | Division 1 |
| Madhyamik Examination | Swami PranabanandaVidyapith | 60% | Division 1 |

**Personal Details:**

Name Aheli Chaudhuri

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Father’s Name Manas Chaudhuri

Mother’s Name Chandrani Chaudhuri

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Date of Birth 11/06/1992

**Other Details:**

Languages Known English, Bengali, Hindi

Interests Dancing, Social networking.

Place-Kolkata

Date- Aheli Chaudhuri.