**CURRICULUM VITAE**

**DIPAK KUMAR MISHRA**

Address-68 Dr Suresh Sarkar Rd

Block C 3Rd floor

Kolkata-700014

MOB.NO:**8981747589**

e-mail-**dipakmishra03@gmail.com**

**Career Objective:**

To serve the organization to the extent of my full abilities.

To provide value-addition to the organization through knowledge and quality.

To keep myself updated with Tax & Accounts amendments.

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of Passing** | **Name of Examination** | **Name of Institution** | **%age** |
| 2007 | WBSE | Shree Jain Swetamber Terapanthi Vidyalaya | 55 % |
| 2009 | Higher Secondary (WBCHSE) | Shree Maheshwari Vidyalaya | 70 % |
| 2012 | BCOM[Hons]  Calcutta University | Prafulla Chandra college (south city College) | 59.5% |

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| --- | --- | --- | --- |
| **Year of Passing** | **Name of Examination** | **Name of Institution** | **%age** |
| November 2010 | CPT | ICAI | 51% |
| November 2011 | CA—IPCC Both Group | ICAI | 54% |
| May 2016 | CA-FINAL-Group II appeared | ICAI | Awaited for results. |

***Professional Qualifications:***

**Computer Literacy**

Completed a computer Course from ICAI regarding MS-Office

Successfully completed the Computer Courses organized by EIRC of ICAI.

**Working Experience**

**Bentick India Ltd**

Maintenance of accounting records, Tally ERP latest version accounting software at City Office, handling accounts upto finalization including Bank reconciliation,filing TDS etc,working knowledge of MS Office and ability to guide the team mates as necessary,Assist in reconciliation of all bank statements, Accurately establishing accounting information systems and tax preparation procedures file tax returns and individual taxation, Adhere to the latest tax regulations and standards from last 1 years.

*BDDR Group*

**Internal audit** of Phocom ltd for 6 months.

**Tax Audit** of L.S publication,

**Concurrent audit** of *Oriental Bank of Commerce* , *Central Bank of India*, *Bank of Baroda* , *Karur Vysya Bank* , *Federal Bank Ltd* experienced for 2.5 yrs .

**Stock Audit** of *State Bank of India ,Karur Vysya Bank , Central Bank of India*.

Stock audit of *Vedik Village* , *Transave Ltd*(Kharagpur), *Yo foods india.*

**Extra-Curricular Activities:**

Hobbies include: Listening to music and Cooking.

**Achievements:**

Achieved Certificate from *CESC ltd* for stood 1st in Higher Secondary.

**Personal Details:**

Date of Birth: 9th NOV 1989

Marital Status: Single

Languages Known: English, Hindi & Bengali.

Place: Kolkata Dipak kr Mishra