

# Md Saheeb Alam

**Determined**

Kolkata, West Bengal - Email me on Indeed: [indeed.com/r/Md-Saheeb-Alam/4136f2549d6d7759](https://www.indeed.com/r/Md-Saheeb-Alam/4136f2549d6d7759)

To take up challenges in the field of Accounting. Learning, developing, enhancing my skill and there by contributing to the organisation with the best of my knowledge and my capability.

## WORK EXPERIENCE

### Accounts Executive

Jain &co. - Kolkata, West Bengal - June 2016 to December 2016

6th month worked in Jain & co. firm

Career Intention: Accounts & Finance, Management

Computer Expertise: MS-Office (Ms-Word, Ms-Excel, Ms-PowerPoint),

FinancialAccounting Packages (Tally ERP 9, Ace, Advance Excel)

Skills/Knowledge acquired under CIA Course:

- Business Computer Application (Windows, MS-Office 2013, Internet)
- Tally. ERP9 (all the entries includes all taxes in advance level and payroll maintained)
- Business Accounting.
- Business Communication.
- Direct Taxes (ITR filling, Tds payment, Tds return)
- Indirect Taxes (Service tax payment, Service tax return, Vat return)
- Adv. account for on-line profit screening, for rectifying in tally and adjusted.

## EDUCATION

### B.com

S.R.J.S.S.S College

February 2012 to Present

### Industrial Certified Accountant

The Institute of Computer Accountants

2014 to 2016

### C.B.S.E

St. Xavier's

2012

### C.B.S.E

St. Xavier's

2010

## SKILLS

Tally erp 9,Advance excel, itr return (Less than 1 year)