

# RISHAB BHOWMICK

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Kolkata, India – 700060 | Contact info - 9123015057 , Mail I d - [Rishabbhowmick47@gmail.com](mailto:Rishabbhowmick47@gmail.com)

## Summary

A highly motivated individual with a crave to learn new things and strong motivational leadership skill. Ability to produce best result under pressurised situation with a god communication skill in written and verbal both. Flexibility to work as an individual as well as in group too.

## Experience

2/2021 – Current      Trainee Accountant

B C kundu & Associates - Kolkata , West Bengal.

- Prepare Month end closing entries to maintain detailed record keeping.
- Calculate , Prepared and filed payroll taxes as per requirements of clients.
- Posted accounts payable , receivable made through cheque , cash or other mode of payments
- Reviewed financial statements prepared by colleague, identifying gaps and correction if needed.
- Requested, obtained and prepared clients books of accounts as per the requirements.
- Collaborations with team to conduct audit of clients
- Analysis of clients financial statement with meticulous attention to details
- Reported to senior auditors , ascertain daily duties and gathering relevant evidence precisely and efficiently .

## Skills

- General ledger accounting
- General ledger reconciliation
- Book keeping
- Tax filing

### Technical skills

- M S word
- M S excel
- M S powerpoint
- Tally ERP 9
- Tally Prime

### Academics

Course of study	Board/University	Concentration	Year	Marks obtained
Secondary	W.B.S.C	.	2015	74%
Higher Secondary	W.B.H.S.C	Commerce	2017	78%
B.Com(honours)	Calcutta university	Accounts Honours	2020	61.41%

### Other Information.

LANGUAGES KNOWN	-	ENGLISH, BENGALI, HINDI
HOBBY	-	Riding motorcycles, Music producing and developing , Photography, Short trips

I hereby declare that the above information is true and to the best of my knowledge.

Date ;