ALOKE METYA 

\***:** SAGARPUR, DASPUR, GHATAL, PASCHIM MEDINIPUR, WEST BENGAL-721211.

(**:** +91-9933368603,8777484185:: alokemetyacs@gmail.com

**CAREER OBJECTIVE**

Seeking a challenging position in the field of Finance and Accounts, Taxation or Auditing that will fully utilize my skills for the fulfilment of organizational goals.

**SYNOPSIS**

* Young, energetic and result oriented professional with experience in handling Finance, Taxation, Accounting & Audit matters.
* Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and working well as a part of team.
* Friendly with an upbeat attitude.
* Positive approach.

**CORE COMPETENCIES**

* Financial Statement Analysis
* Accounts and Finance
* Audit

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Year of Passing** | **Board/Institute** | **Percentage** | **Remarks** |
| MBA-FINANCE | Pursuing | UNIVERSITY OF  MIZORAM | 7.4 CGPA | Till 3rd Sem. |
| M.COM | 2020 | UNIVERSITY OF VIDYASAGAR | 64.50% | - |
| B.COM | 2015 | UNIVERSITY OF VIDYASAGAR | 72.375% | - |
| CLASS XII | 2012 | W.B.C.H.S.E. | 68.40% (Best of 5) | - |
| CLASS X | 2010 | W.B.B.S.E. | 60.00% | - |

**ARTICLESHIP DETAILS:**

**Worked With : C. GHOSH & CO.**

**Period : 01.12.2015 to 07.12.2018**

**Designation : Article Assistant**

**WORK EXPERIENCE:**

**Worked With : C. GHOSH & CO.**

**Period : 08.12.2018 to 31.08.2020**

**Designation : Senior Audit Assistant**

**Worked With : ACT INFRAPORT LIMITED**

**Period : 29.09.2020 to 31.03.2023**

**Designation : Executive-Accounts**

**Worked With : ACT INFRAPORT LIMITED**

**Period : 01.04.2023 to till date**

**Designation : Section Head-Accounts**

**PROFESSIONAL SKILLS**

* Preparation and maintenance of Books of Accounts related all works.
* All statuary compliance Preparation & handling.
* Control administrative cost.
* Time Management.
* Relationship/trust building with clients & Management.
* Organizational skill/multi-tasking ability
* Collaborating & communicating with Customers daily to meet & understand their needs and addressing, resolving their complaints.
* Working closely with internal department & junior to ensure they are meeting client’s needs.
* Gathering & analysing data to better understand the behaviour of customers and profitability of organization.
* Negotiation with party to reduce the cost and set up the agreement.

**COMPUTER SKILLS**

* Completed Information technology Course from ICAI.
* Proficient in Microsoft Excel, Microsoft Word
* Done work of Tally Edit Log.
* Knowledge of Oracle, Finacle software.

**PERSONAL INFORMATION**

Date of Birth: 06th February 1993

Marital Status: Married

Gender: Male

Father’s Name: Shri Chittaranjan Metya

Hobbies: Playing Cricket and leasing songs.

Languages Known: English, Bengali and Hindi

Passport: No.