

Anusree Das

DOB- October 24, 1999

Father's name: Manoj kumar Das

Mother's name: Sumita Das



Objective

To work in an organization with professional work driven environment where I can enhance my skills by taking challenging position & expanding my knowledge and contribute to organization's growth. I am eager to use my knowledge and expertise to contribute to the company's success and take on new challenges. I am confident that my dedication to teamwork and my ability to adopt to new environments make me a valuable asset to the organisation.

Skill Highlights

- Teamwork
- Strong decision maker
- Complex problem solver
- Communication skills
- Innovative
- Service-focused

Contact

Address:

Roydanga Unnayan pally, 3 no
Netaji Subash road
Durgapur-713201

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Languages

Bengali
English
Hindi

Hobbies

- Reading
- Sketching
- Photography
- Cooking

Experience

Office Executive – (Nov 2021 to Sep 2022)

M.B Engineering- Durgapur

Work Profile- Various office work like data entry, purchase & sale entries, Billing, Preparation of tax Invoice.

Mohon Medicals- Pharmacy

Work Profile- Engaged in all types of medicine entry in tally, Preparation of expiry sheet.

Accounts Executive- (Nov-2022- Sep 2023)

Surya Lakshmi Service Station- Indian oil petrol pump

Work profile- working as an accountant cum data entry operator, preparation of debtors statement, preparing salary sheet, cash & bank book entries, Bank reconciliation incl all types of official work.

Still working as an accountant at **BANERJEE AUTO CORPORATION PVT LTD.**

Academic

Exam	School/ college/university	board	Total marks	%of marks	year
<u>10th</u>	<u>Durgapur T.N High School</u>	<u>WBBSE</u>	<u>550</u>	<u>78%</u>	<u>2014</u>
<u>12th</u>	<u>Durgapur T.N High School</u>	<u>WBHSC</u>	<u>435</u>	<u>87%</u>	<u>2016</u>
<u>B.Com (Hons)</u>	<u>Durgapur Government College</u>	<u>KNU</u>		<u>80%</u>	<u>2019</u>

Others

- Certificate in Financial Accounting system(CFAS).
- Diploma in Financial Accounting system (DFAS).

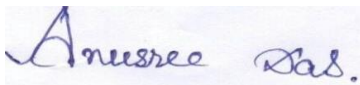
Computer proficiency & Knowledge

- Having small knowledge about Gst return and professional tax payment.
- Experienced with tally Prime.
- Functional expertise in using MS Excel & spreadsheet.
- Proficient with the use of windows,MS Office.
- Having basic knowledge about ESIC return filling, ECR filling.

Interests & Extra Curricular

- Interested in gaining knowledge regarding stock market, reading newspaper, readings various books & journal, listening music, gardening, cooking and eager to enhancing my knowledge & skills in different field.

Declaration: I, hereby declare that all information provided is true to the best of my knowledge and belief.



Signature