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|  | Abhinaba Dutta |

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| CURRICULUM VIATAE |
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Name: *ABHINABA DUTTA*

Address – 19/3 Nawab Abdul Latif st. flat- D/2 Belgharia,Kolkata-700056

Email Id: duttaabhinaba2016@gmail.com

 Ph no.- 8697584514 , 9123883285

# CAREER OBJECTIVE

Being a candidate to build my career in your organization where I can get opportunities to prove my qualities by all challenges.

# ACADEMIC QUALIFICATION

 CITY COLLEGE OF COMMERCE ,UNIVERSITY OF CALCUTTA

 B.COM (HONOURS IN FINANCE AND ACCOUNTS) - 50%, Year- 2013-2016

 BELGHARIA HIGH SCHOOL,WEST BENGAL BOARD

 HIGHEIR SECEONDARY(10+2) - 68.50%, Year-2013

 BELGHARIA HIGH SCHOOL,WEST BENGAL BOARD

 MADHYAMIK - 60%, YEAR- 2011

# COMPUTER SKILLS

* TALLY ERP9
* ADVANCE EXCEL
* MS WORD
* FA FACT
* EX NEXT GENERATION
* ORACLE

 EXPERIENCE

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| *BANDYOPADHYAY & CO(CA FIRM)-*SEPTEMBER’20 TO FEBRUARY’21ACCOUNTS EXECUTIVEPURCHASE BILL ENTRY,SALES BILL ENTRY, BRS, BALANCE SHEET, INCOME & EXPENDITURE,TRIAL BALANCE.ASSOCIATED PNEUMATIC INDUSTRY PVT LTD- MARCH’21 TO OCTOBER’21ACCOUNTANTSTATE GST AND CENTRAL GST ENTRY, BILL ENTRY AND BILL PROCESSING,FINAL ACCOUNTS,MAINTAING ALL TYPE OF SYSTEM DATA,STOCK MAINTAIN(UNDER FIFO AND LIFO METHOD) | PODS E-TAXATION – NOVEMBER’21 TO OCTOBER’22SENIOR EXECUTIVEALL TYPE OF EPF WORK, ESIC WORK, TRIAL BALANCE, GST WORK(PURCHASE,SALES)*ICICI BANK(IPROCESS)* – NOVEMBER’22 – ATPRESENTSENIOR ASSOCIATEALL TYPE OF KYC CHECKING,INVOICE,INSURANCE,RC,ROC, UPDATION,LOAN FILE PROCESSING, FILE DISPATCH,(TWO WHEELER,EDUCATION,COMMERCIAL BUSINESS),ALL TYPE OF WORKS IN OPERATION. |

#  STRENGTH

* Good typing speed(>20 wpm)
* Good communication skill( comfort in English,hindi,Bengali)
* Positive attitude

# PERSONAL PROFILE

* + **Father’s Name: ALOKE NATH DUTTA**
	+ **Date of birth: 22/10/1994**
	+ **Gender : male**
	+ **Martial status: unmarried**
	+ **Language known: Bengali, Hindi, English**
	+ **Nationality: Indian**

 **EXTRA CURRICULLAM:**

 AT PRESENT PLAYING BENGAL SHOOTING (10 METER AIR PISTOL)

# DECLARATION:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Place: kolkata

(ABHINABA DUTTA)