

RESUME

BIKASH JANA

PRESENT ADDRESS: 174, Dum Dum Road, Dum Dum Ghosh Para, Kolkata-700074

PERMANENT ADDRESS: VILL- Kaya, P.O- Ratulia, P.S- Panskura
DIST- Purba Medinipur, Pin-721139

MOB NO : 8145558392

E-mail ID : 1997bjana@gmail.com



CAREER OBJECTIVE:

- Seeking exposure in an organisation which will enhance my professional and personal capabilities influenced in my career growth.

KEY SKILL:

- Knowledge of MS Office (Word, Advance Excel, Power point).
- Tally Prime.
- Knowledge of internet and Email.
- Knowledge of Accounting and Taxation.

PROFESSIONAL QUALIFICATION:

SL.NO.	Name of exam	Institute	Exam term	% OF MARKS
1	CMA intermediate (Both group)	THE INSTITUTE OF COST ACCOUNTS OF INDIA	DEC 2023	51.75

❖ Certified Industrial Accountant (CIA) course from The Institute of Computer Accountants in 2019.

EDUCATIONAL QUALIFICATION:

SL.NO.	Name of exam	Board/university	School/college	Year of passing	% of marks
1	B. Com (Hons)	VIDYASAGAR UNIVERSITY	PANSKURA BANAMALI COLLEGE	2018	50.25
2	Higher Secondary Education (Commerce)	W.B.C.H.S. E	PANSKURA B.B. HIGH SCHOOL	2015	74.8
3	Secondary Education	W.B.B.S. E	PANSKURA B.B. HIGH SCHOOL	2013	54

PERSONAL INFORMATION:

Date of Birth : 17/07/1997

Area of interest: Watch Cricket and Movies

Gender : Male

Marital status : Unmarried

Language known: English, Hindi, Bengali

DECLARATION: I hereby declare that all the above mentioned facts are true and required proof will be provided as and when required.

Place:

Date : / /

(Signature)