CURRICULUM VITAE

**TANMOY MONDAL**

ADDRESS : 9, PEARA BAGAN BYE LANE

 KONA, HOWRAH-711114

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**CAREER OBJECTIVE**

TO MAKE OPTIMUM UTILIZATION OF MY KNOWLEDGE AND SKILL FOR PROFESSIONAL GROWTH AND TO CONTRIBUTE IN THE BEST POSSIBLE WAY FOR THE BETTERMENT OF THE ORGANIZATION AND SELF.

**PROFESSIONAL EXPERIENCE**

* ACCOUNTS ASSISTANT/ TAX ASSISTANT AT “KAS CONSULTANT”.

(FROM NOVEMBER 2020 – PRESENT)

* DATA ENTRY OPERATOR/ OFFICE ASSISTANT AT “MSI SOFTECH”

(FROM JULY 2019 – OCTOBER 2020)

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMINATION** | **BOARD/ UNIVERSITY** | **YEAR OF PASSING** | **% OF MARKS** |
| GRADUATION (B.A)**(ENG, HIST, POL. SC.)** | C.U. | 2015 | 44.38 |
| HIGHER SECONDARY | W.B.C.H.S.E | 2012 | 60.02 |
| SECONDARY | W.B.B.S.E. | 2010 | 60.00 |

**OTHER QUALIFICATIONS**

* PURSUIED “C.I.T.A.” (CERTIFICATE IN INFORMATION TECHNOLOGY APPLICATION) FROM “KONA YOUTH COMPUTER TRAINING CENTRE” (GOVT. OF W.B.)
* PURSUIED “A.D.F.A.P.” (ADVANCED DIPLOMA IN FINANCIAL ACCOUNTING PROGRAM) FROM “TALLY ACADEMY” (KADAMTALA BRANCH)

**SKILLS & FIELDS OF INTEREST**

* I AM EFFICIENT IN VARIOUS OPERATIONS IN THE FIELD OF ACCOUNTING SUCH AS INVOICING, BRS, PREPARING BALANCESHEET, FILING GSTR-1 & 3B RETURNS, TDS RELATED WORKS, PF-ESI RELATED WORKS.
* ALSO EFFICIENT IN VARIOUS ADMINISTRATIVE SUPPORTING WORKS SUCH AS HANDLING MAILS, MANAGING DATA & MANY OTHER BACKEND JOBS.
* HAVE PROFOUND KNOWLEDGE IN BNAKING AWARENESS.
* HAVE HANDFUL OF EXPERIENCE AT OPERATING SOFTWARES LIKE TALLY ERP9, TALLY PRIME, MS EXCEL, MS WORD, ADOBE ACROBAT.

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **READ** | **WRITE** | **SPEAK** |
| BENGALI | YES | YES | YES |
| ENGLISH | YES | YES | YES |
| HINDI | YES | NO | YES |

**PERSONAL PROFILE**

FATHER’S NAME : TAPAN MONDAL

DATE OF BIRTH : 05/03/1995

GENDER : MALE

MARITAL STATUS : UNMARRIED

NATIONALITY : INDIAN

RELIGION : HINDUISM

HOBBIES : PAINTING & RIDING

**DECLARATION**

I HEREBY DECLARE THAT ALL THE STATEMENTS GIVEN ABOVE BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.