**ANUPAM GHOSHAL**

**Personal Details:-**

Father’s Name :- Asit Kumar Ghoshal

Parmerant Address :- Ramkrishna Pally, Chowdhury Chira Mill,9 By Lane,

 Dist:-Purba Bardhaman, PIN-713101. State :-West Bengal.

Date of Birth :-23/01/1985

Present Address :-Ramkrishna Pally, Chowdhury Chira Mill,9 By Lane

 Dist:-Burdwan, PIN-713101. State :-West Bengal.

e-mail :- 🖂 anupamghoshal1985@gmail.com

Contact No :- ✆9647938039

**Academic Qualification:-**

* Secondary in 2001 from **Burdwan Town School under W.B.B.S.E, with 62.6% marks**.
* Higher Secondary in 2003 from **Burwdan Town School** **under** **W.B.C.H.S.E, with 59.4% marks**.
* B.Com (Hons) in 2006 from The **Burdwan University, with 48% marks**.

**Technical Skills:-**

* **One year Diploma in Financial Accounting from Burdwan Youth Computer Training Centre (Sponsored by Govt. of West Bengal)[TALLY(9),FACT,ACCORD].**
* **One year Diploma in Information Technology Applications from Burdwan Youth Computer Training Centre(Sponsored by Govt. of West Bengal).[WORD, EXCEL, POWER POINT, FOXPRO, ACCESS, Visual Basic]**
* **Undergoing ‘A’Level Computer Course From DOEACC Society (Govt.of India**) **Paper passed [I.T TOOLS, B.S, C++, UNIX,]**

**Work Experience:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Company**  | **Duration** | **Function** | **Location** |
| **present** | **Sarva Shiksha Mission (Govt of West Bengal)** | **27/07/2014 to Present** | **Block Level Accountant** | **Katwa II Block** |

**Job Responsibility:-**

* **Cash Management.**
* **Preparing Monthly Bank Reconciliation Statement.**
* **Preparing Monthly Receipts and Payments.**
* **Preparing Monthly Fund Flow and Cash Flow.**
* **Preparing Monthly Trial Balance.**
* **Support Auditor at the time of Audit (Internal & External)**

**As an Employee:-**

* Fully Dedicated on my Work
* Interest to solve issue.
* Don’t Have Ego.
* Simple and Honest.

Date:10.11.2021

Place: Purba Bardhaman Anupam Ghoshal