



JEET DUTTA
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Summary

To obtain a challenging position in the field of accounting that allows me to utilize my skills and knowledge while gaining valuable experience

Skill Highlights

- Proficient in Microsoft Office, particularly Excel and Word, PowerPoint
- Familiarity with *accounting software such as Tally ERP and SAP* (FICO End User)
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work under pressure and meet tight deadlines
- Attention to detail and accuracy
- Proficient in Tally ERP 9

Experience

Present Employment in:

ResearchQuo Education LLP

Tenure: From May 2021 to Continuing

Designation: J R . Accountant

- Posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.

- Preparation of PPT

INTERNSHIP

FINVISON CAPITAL MARKET LLP

Designation: stock analysis

- Technical analysis of stock
- Fundamental analysis of stock

Education

- Passed Matriculation (10th) from ICSE board (80%)
- Passed Intermediate (10+2) from ISC board (78%)
- Bachelor of Commerce in Accounting (H) from Calcutta University, Kolkata in 2021. (7.009 CGPA)
- Perusing MBA in Finance

Languages

- English
- Hindi
- Bengali

Achievement

- Maintained a high academic record throughout college, with a GPA
- Received positive feedback from students and colleagues for effective financial work and communication skills
- Successfully completed Tally ERP training and gained hands-on experience in various accounting functions using the software
- Successfully completed SAP (FICO End User) training.