

CURRICULUM VITAE

MADHUMANTI DAS

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Career Objective:

A Versatile, diligent and sincere person with a graduate degree in Accounting from University Of North Bengal, looking for a fast paced, growth oriented organization, to carve out a responsible position in fields having financial inclination where I can utilize my skills and develop new ones.

Academic Qualifications:

EXAMINATION	INSTITUTION	BOARD	YEAR	PERCENTAGE
B.COM (Accounts Honours),Part-III	Siliguri College Of Commerce	University Of North Bengal	2012	53.25
B.COM (Accounts Honours),Part-II	Siliguri College Of Commerce	University Of North Bengal	2011	65.00
B.COM (Accounts Honours),Part-I	Siliguri College Of Commerce	University Of North Bengal	2010	53.00
Class-XII	Sunshine School,Birpara	I.S.C	2009	80.67
Class-X	Trinity High School,Banarhat	I.C.S.E	2007	61.00

Work Experience:

- Currently running my own business management consultancy (g.page/madhumantidas).
- Worked at M/s R. Bose & Associates (Chartered Accountants), Siliguri since December 2012 to January 2017.
- Worked as a Trainer cum Course Instructor of Abacus in Elegant Institute and Learning Pvt. Ltd (Part Time) from June 2010 to Oct 2015.

Roles and Responsibilities:

- Preparation and filing of tenders in e –tendering portal.
- Filings relating to ROC and preparation of documents required for filing.
- Preparation and filings related to TDS, STDS and PTAX.
- Preparation of Schedule VI of Companies Act.
- Conducting Stock Audit of Bank and preparation of Report.
- Performing and reviewing the Audit Process like vouching and verification, etc. in confirmation with the Audit Program.

Technical Qualification:

- Obtained Certificate In Computer Application from “ Comptech Computer Centre, Siliguri” for completing Windows, MS-Word, Excel and Internet.
- Conversant with Windows, Ms-Office Applications (Ms-Word, Ms-Excel & Power Point) and accounting packages like Tally.
- Completed 100 hours of a certified computer course conducted by ICAI comprising MS-Word, MS-Excel, MS-Power Point and Tally.
- Completed an orientation programme conducted by ICAI.

Interests and Activities:

- Hosted quiz contests and demonstration programmes in different schools of Siliguri conducted by Elegant Institute and Learning Pvt. Ltd.
- Was in the school throw ball team.
- Was the House Captain at Trinity High school, Banarhat.

Personal Details:

- Date of Birth : 30th December, 1991
- Fathers Name : Late Monoranjan Das
- Address : 4b, Narayan Apartment, 15 Banamali Ghoshal Lane, Behala, Kolkata-700034
- Sex : Female
- Marital Status : Married
- Languages Known : English, Hindi, Bengali and Nepali.

I certify that the above mentioned details are true to the best of my knowledge.

Sd/-

Madhumanti Das