

RESUME

PERSONAL DETAILS

Arpana Sutradhar

C/o:Kalu Sutradhar

Email: arpanasutradhar596@gmail.com

Contact No: 8822034408

Address: Margherita, No. 01 Lazum, Kali Bari Road

PIN: 786181 **DIST:** Tinsukia (Assam)



CAREER OBJECTIVES:

To work in a professional, dynamic and vibrant in the field of Costing & Finance and to keep value adding to the organization which I represent and serve while concurrently upgrading my skill, knowledge and competence.

PROFESSIONAL EXPERIENCE [From 26-01-2018 to TILL NOW]

1. Abhijit Dutta & Associates, Chartered Accountants Firm, Tinsukia

Reputed and experienced Chartered Accountant Firm which assists clients on various financial matters and conducts all types of audit and GST related work for various corporate and non-corporate clients.

My Key responsibilities were: e-filing of income tax returns for individual, GST related works, audit works and other miscellaneous works.

ACADEMIC QUALIFICATION:

<u>STANDARD</u>	<u>PERCENTAGE</u>
HSLC (2012)	76%
HS (2014)	62.40%
GRADUATION(COMMERCE) (SPECIALITY IN ACCOUNTING & FINANCE)(2017)	64.29%

PROFESSIONAL QUALIFICATION:

Passed CMA Intermediate Group 1 with 57.25% from the Institute of Cost Accountants of India and appearing for intermediate Group 2.

COMPUTER PROFICIENCY:

- One year Diploma In Industrial Accountancy.

DECLARATION

- ☐ I do hereby declare that the information stated above is true, correct and complete to the best of my knowledge and belief.

Place: Margherita

Date:

Arpana Sutradhar