

CURRICULUM – VITAE

BACHAN DUBEY

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Contact No. – 8777865576

>CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

>EXPERIENCE

January-2018 - March-2021: Worked as a Junior Accountant at Pace Setters Business Solution Pvt Ltd
Till March, 2021.

April-2021 - Till Today: Worked as a Tax Accountant at Taxsalah Private
Limited From 1st of April.

> EDUCATIONAL QUALIFICATION: -

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
10th	SHREE VISHUDHANAND SARASWATI VIDYALAYA	W.B.B.S.E	43 %	2015
12th	SHREE VISHUDHANAND SARASWATI VIDYALAYA	W.B.C.H.S.E	52 %	2017
DIPLOMA IN BUSINESS ADMINISTRATIO N		SIKKIM MANIPAL UNIVERSITY		PURSUING
INTERMEDIATE	ICMAI	ICMAI		2022
DIPLOMA IN ACCOUNTANCY		READY ACCOUNTANT INSTITUTE		2021

>STRENGTHS

Long time working, Hard worker, Keen learner

➤AREAS OF INTERESTS

Accounting and Financial

➤KNOWLADGE IN COMPUTER APPLICATION

- I) MS-OFFICE (Word, Advance Excel)
- II) Tally ERP 9 & Prime.

➤PERSONAL DETAILS

- Address 93 SHYAMA PRASAD MUKHERJEE ROAD
KOLKATA- 700026
- Date of Birth 25/12/1998
- Gender Male
- Nationality Indian
- Marital Status Single
- Languages Known English, Hindi, Bengali

➤ROLES & RESPONSIBILITY:-

- Finalization of Profit & Loss and Balance sheet.
- Computation of Company, Individual, Proprietorship etc.
- ITR filling.
- GST Registration, GSTR 3B, GSTR 1 Filling.
- Tally data entry with GST and Inventories.
- Data reconciliation with Client.
- TDS Deduct Section wise and Return Filing.

➤PERSONAL QUALITIES:-

- Self Confidence.
- Willing to Learn New Things.
- Good Communication Skills.
- Straight Forward to Work.
- Quick Learner.

➤EXTRA CURRICULUM ACTIVITIES:-

- Expert in Speaking & Writing English, Hindi and Bengali.
- Managing People & Events.

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility

for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief

BACHAN DUBEY