

# RESUME



## Personal Information:

Name: SUNIT SAHA

Date Of Birth: 08 December 1998

Address: Jogendranagar, Agartala, Tripura West 799004

Mobile : 91- 8119054885, Email : sunitsaha.career@gmail.com

## Career Objective:

For Accounts and Finance manager must having knowledge in accounting and vouching entries with some direct & indirect taxes and also knowledge in accounting software.

My future objective is to gain financial and accounting knowledge from corporate and gives them best quality service in financial analysis.

## Education:

- **Ramkrishna Ashram Vidyamandir**  
Matriculation / Class 10<sup>th</sup>  
Board: TBSE  
Medium: Bengali.  
Passing Year: 2016.
- **M. G. M Class XII School**  
Higher Secondary / Class 12<sup>nd</sup>  
Board: TBSE  
Medium: Bengali.  
Stream: Commerce.  
Passing Year: 2018.
- **The ICFAI University Tripura**  
Graduation  
University: The ICFAI University  
Medium: English.  
Stream: Bachelor Of Business Administration.  
Specialist: Finance.  
Passing Year: 07 MAY 2021.

## Experience:

- Internship-  
**Village Financial Service Ltd.**  
Position: Management Trainee.  
Project: New Product Research Development.  
Duration: 1<sup>st</sup> June 2019 to 19<sup>th</sup> July 2019.  
Location: Eco Space, Business Park, Rajarhat Kolkata.

**Rajesh Ran & Co.**

(Chartered Accountant )

Position: Management Trainee.

Project: GST Filling, ITR Filling, Auditing, ROC Compliances Filling.

Duration: 20<sup>th</sup> MAY 2020 to 31<sup>st</sup> July 2020.

Location: Rajnagar, Agartala.

➤ Work Experience-

**Rajesh Ran & Co.**

(Chartered Accountant )

Position: Assistant Accountant.

Working Status: Part time

Project: GST Filling, ITR Filling, Auditing, ROC Compliances Filling.

Duration: 10<sup>th</sup> August 2020 to 31<sup>st</sup> March 2021.

Location: Rajnagar, Agartala.

➤ Technical Skill-

- Microsoft Office( Word, Excel, Power Point)
- Tally ERP 9
- Marg ERP 9
- Zybra Accounting Software

➤ Languages Skill-

- English
- Hindi
- Bengali

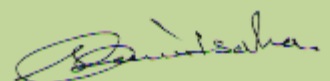
➤ Certification Courses-

- Indian Income Tax by UDEMY
- Master in Goods and Service Tax by UDEMY
- Audit – Financial Statement by UDEMY

➤ Memberships-

The Institute Of Chartered Accountant Of India  
As A Student SRN: ERO0262314.

I hereby declare that all information in this resume is true and correct to the best of my knowledge and belief.



Signature

Date: 05/04/2021