

RITU SINGH

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Address: 247, Picnic Garden Kolkata-700039

Career Objectives

Seeking a role in a company where I can utilize my skills and provide exceptional services to clients, and I also want to acquire knowledge of many fields.

Articleship Training – Ajit Kumar & Co

Experienced in the domain of ROC Filling, GST Return Compliance.

- Monthly GSTR 1 & GSTR 3B Filling
- Filling of online form like MGT 7, PAS 6, CSR2, Etc.
- Working knowledge of, MS Office - Excel, Word, Google Sheet

Working Experience - Cogent Pvt Ltd (Zomato Process)

- Generated leads as a restaurant for Zomato Dining
- Used to give trainings to the restaurant's staff regarding table reservation dashboards
- Worked in Central operational team of Zomato table reservations
- Handled Customers regarding their table reservations

Education

Course	Year	Institution	Marks
<u>Professional Qualification</u>			
CMA Inter Group- 1	December 2022	The Institute of Cost and Management Accountant of India	53.75%
CMA Inter Group- 2	June 2023	The Institute of Cost and Management Accountant of India	53.00%
<u>Academic Qualifications</u>			
Secondary	2014	West Bengal Board of Secondary Education	54.00%
Higher Secondary	2016	National Institute of Open Schooling	52.67%
B.COM	2020	Indira Gandhi of National University	53.45%

Personal Information

- Mother's Name : Nina Devi
- Father's Name : Baijnath Prasad Singh
- Date of Birth : 11-07-1998
- Interest : Playing Cricket, Dance
- Language : English, Hindi and Bengali

