 **Name : Rohan Moitra**

**Address : Flat C-9,164/78 Lake Gardens Kolkata 700045,West Bengal**

**Father’s Name: Joydeep Moitra**

**Contact No. : +919007949298,+918981498299**

**E-mail id : rohanmoitra1993@gmail.com**

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| **OBJECTIVE** |
| To work with  a dynamic organization and use my knowledge and skills acquired through academics and work experience in the field of Finance & Accounts to contribute to the overall growth of the organization. |

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| **ACADEMIC PROFILE** |  |  |
| **YEAR** | **EXAMINATION** | **INSTITUTE** | **BOARD** | **PERCENTAGE** | **SPECIALIZATION** |
| 2017 | CMA(INTER) | ICAI(COST) | N.A | 57.25% | Professional |
| 2015 | B.Com (H) | CITY COLLEGE OF COMMERCE AND BUSSINESS ADMINISTRATION | UNIVERSITY OF CALCUTTA | 55% | Accountancy (H) |
| 2012 | CLASS (XII) | THE ASSEMBLY OF GOD CHURCH SCHOOL | I.S.C | 78.75% | Commerce |
| 2010 | CLASS (X) | THE ASSEMBLY OF GOD CHURCH SCHOOL | I.C.S.E | 61.6% | N.A |

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| **ASSINGMENTS** |
| * Project on **Online Banking Under University of Calcutta**
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| **SKILLS** |
| * Has handled  following work:
1. Cash & bank entries
2. Preparing Bank Reconciliation statement
3. Supplier bill booking & payment
4. TDS deduction & deposit under Income tax
5. Accounting of GST on suppliers bills & payment
6. Passing Journal entries
7. Finalization of Accounts
8. Preparing various Reports for decision making
* Good Communication
* Tally in Accountancy
* MS Office, Internet and knowledge of general computer applications.
* Team Player
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| **INTERESTS** |
| * Participation in School fests & cultural events
* Music
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| **PERSONAL DETAILS** |
|  **DATE OF BIRTH :** 12th February 1993 **LANGUAGES KNOWN :** ENGLISH, BENGALI & HINDI. **MARITAL STATUS :** Single  |

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| **WORK EXPIERIANCE** |
| * Article Trainee at B. Mukhopadhayay & Co. From August 2017 to March 2018
* Worked at Rama Narayana Education Trust (Narayana School) as Office Coordinator from August 2019 to April 2020
* Working at Quest Properties India limited (Finance Department) since May, 2020 – May, 2021.
* Working at Quest Properties India limited (Finance Department) since June, 2021 (under payroll of NMD Placements Consultancy Pvt. Ltd.)
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Signature:

ROHAN MOITRA