**SANJAY DUTTA**

**Mobile:**+91 –8420685339

**E-Mail:**[dutttasanjay201@gmail.com](dutttasanjay25%40gmail.com%20)

**STRENGTH**

* **Good communication skills.**
* **Quick learner.**
* **Punctual.**
* **Honest.**
* **Disciplined.**
* **Hard Working.**
* **Positive Thinker**.

**PROFESSIONAL PROFILE**

**Completed Certificate in Financial Accounting System (CFAS) from Youth Computer Training Centre .**

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD/UNIVERSITY** | **YEAR OF COMPLETION** | **MARKS****(Percentage)** |
| **10th STANDARD (Mansur Habibullah Memorial School)** | **ICSE** | **2012** | **63%** |
| **12th STANDARD (ST.PAUL’S KG & DAY SCHOOL)** | **ISC** | **2014** | **59%** |
| **B.COM (Honours.)in Accounting & Finance****(City college of commerce & b.a.)** | **UNIVERSITY OF CALCUTTA** | **2017** | **45%** |

**HOBBIES**

* **Listening to music**
* **Watching movies**
* **Playing cricket**

**PROJECT: FINANCIAL PACKAGE**

 : **Maintaining day to day accounts.**

 **: E-filling on ITR -1, ITR-3.**

 **: E-filling on GSTR-1, GSTR-3,**

 **GSTR-9.**

 **PERSONAL DETAILS**

**Date of Birth : 13/12/1995.**

**ADDRESS : 23/1, BANAMALI CHATTERJEE STREET, KOLKATA -700002.**

**Linguistic Abilities : English, Bengali & Hindi.**

**Gender : Male**

**Current location : Kolkata, West Bengal.**

**DECLARATION:**

Iherebydeclared that the above mention information is correct and true to best of my knowledge...

 Place:

Dated:

 (SANJAY DUTTA)