**CURRICULUM VITAE**

**Name:** SANTANU KOLEY

**Address**: Bilkuli,Dakshinpara,Chandannagar,Hooghly,712138

**Mobile:** +917003949551/7278493199

**Email ID:** santanu.koley2014@gmail.com

**Career Objective**

Climbing the steps of success and proving myself with my efficiency and dedication towards the task assigned to me and establishes myself by creating a benchmark to lead the organisation towards success.

**Career Experience**

I have worked at Chartered Firm(N.C.Banerjee & Co.) Accounts Department for 6 Months.

I have been working at B.D.Corporates Pvt. Ltd.(Unit Flour Mill) in the post of Accountant from 21.06.2019 to till date.

**Key Qualifications & Responsibilites**

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* Processed company documentation, such as invoices and payment checks.
* Managed all purchase orders
* Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
* Completed the general ledger with payroll entries.
* Managed all sales orders.
* Prepared invoices, expense reports, and payment memos.
* Performed data processing in MS Excel.
* Preparing GST Return Data, GST Payment & Filling GST Returned Personally.

**Educational Qualification**

**ation**

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| **Name of the Exam** | **Board /Council/University** | **Year of Passing** | **Percentage** |
| **MADHYAMIK** | **W.B.B.S.E** | **2013** | **50** |
| **HIGHER SECONDARY** | **W.B.C.H.S.E.** | **2015** | **70** |
| **GRADUATION** | **BURDWAN UNIVERSITY** | **2018** | **47** |
| **Cost Management Accounting** | **The Institute Of Cost Account of India** | **PURSUING** | |

**Computer Proficiency**

I am proficient in the following programming:-

1. Microsoft Word 2010.
2. Microsoft Excel 2010.
3. Diploma In Financial Accounting (GST Return),(IT),(TDS)

**Personal Details**

**Father’s Name :** Ashit Koley

**Date of Birth :** 13/09/1997

**Marital Status :** Single

**Gender :** Male

**Languages Known :** Bengali,Hindi,English

**Blood Group :** O+

**Height :** 5.4ft (164cm)

**Communication Address :** Vill- Bilkuli,Dakshinapara,P.O.- Noapara,P.S.- Bhadreswar,

City- Chandannagar,Distric- Hooghly

**Permanent Address :** Vill- Bilkuli,Dakshinapara,P.O.- Noapara,P.S.- Bhadreswar,

City- Chandannagar,Distric- Hooghly

**Declaration**

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Place: Chandannagar

Date: 29.08.2024



Signature