

TANMOY GHOSH

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CAREER OBJECTIVE

A semi-qualified cost accountant, diligent and sincere looking for an opening in a fast paced, growth-oriented organization to carve out a responsible position where I can utilize my skills and concomitantly develop new ones. I would like to work in an environment which helps me grow as an individual and improve myself in every sphere. I look forward to enjoy whatever I do, be it work or leisure.

PROFESSIONAL EXPERIENCE

1. Mohit Jhavar & Associates

Chartered Accountants Firm, Kolkata

Jan'21 to May'22

Reputed and experienced Chartered Accountant Firm which assists clients on various financial matters and conducts all type of Audits like Statutory Audit, Stock Audits for various corporate and non-corporate clients.

During these periods of Internship my key responsibilities were as follow:

- Finalization of Accounts.
- Maintaining data pertaining to vendors and debtors and generate reports on assigned task using MS-Excel.
- Day to day accounting transaction using Tally ERP 9.
- Verification of books of Account and scrutiny of ledgers.
- Preparation of Bank reconciliation Statement.
- Filling of GST Returns.

2. PRAKASH ENTERPRISES

May'22 to Till Date

Designation: Account Executive

Job Profile:

- Maintenance cash and bank books.
- Daily basis sales and purchase.
- GST Return working and Filing.
- Analysis of Debtors and Creditors.
- Calculation of monthly salary, payroll of staff.
- Ensuring compliances for TDS and TCS return.

PROFESSIONAL QUALIFICATION

INSTITUTION	DEGREE/CERTIFICATE	YEAR OF PASSING	PERCENTAGE
The Institute of Cost Accountants of India	Intermediate (Group-I)	December,2019	50.75%
The Institute of Cost Accountants of India	Intermediate (Group-II)	December,2020	65.25%

ACADEMIC QUALIFICATION

QUALIFICATION	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MADHYAMIK (Class – X)	Santragachi Kedarnath Institution	West Bengal Board Of Secondary Education	2014	84%
H.S (Class – XII)	Santragachi Kedarnath Institution	West Bengal Council Of Higher Secondary Education	2016	88.2%
BCOM(HONS)	City College	University of Calcutta	2019	60.67%

EXTRA-CURRICULAR ACTIVITIES AND COMPUTER PROFICIENCY

- Completed Computer Training Conducted by ICAI Norms and Standards set by ICAI.
- Basic of Computer
- Working knowledge of MS-Office (MS-Word, MS-Excel, MS-PowerPoint)
- Working knowledge of Internet
- Experience of working in Tally ERP 9

PERSONALITY TRAITS

- Hobbies : Listening music, Travelling, Net surfing, Playing and Watching Cricket
- Qualities : Disciplined, Honest and Smart Working

PERSONAL PROFILE

- Date of Birth : August 14, 1998
- Fathers Name : Tapash Ghosh
- Gender : Male
- Marital Status : Unmarried
- Language Known: English, Bengali, Hindi

DECLARATION

I Declare that, the above information are true and correct to the best of my knowledge and Belief.