

CURRICULUM VITAE

SUBRATA DUTTA



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CAREER OBJECTIVE

To work in a progressive organization where I can acquire new knowledge and sharpen my skills and utilize my qualification and potential in achieving and adding value to the organization as well individual goals.

EDUCATIONAL QUALIFICATION

Board/University	Examination	Div/Rank	Year of passing
W.B.B.S.E	10th	1st	2012
W.B.B.H.S.E	12th	1st	2014
N.B.U	B.Com	2nd	2017

Academic Background.

* **B.Com.(Accountancy) (HONS) [North Bengal University]**

* **Computer : Diploma in computer: CFAS**

WORK EXPERIENCE

Organization: Recently working in Uttar Banga sambad News paper

Designation: Working as a "Accounts Executive"

Tenure: 16th august,2018 To continue

Key Responsibilities:

- Preparing daily, weekly & monthly sales report
- Handling Biometrics Attendance
- Maintaining Party Ledger register.
- Documentation of New Agent.
- Receiving various types of cheque from the Agents & verifying it properly
- Preparing Salary Slip
- Maintaining Carrying ledger
- Make the Coordination between Various departments.
- Check Daily Basis online Statement
- Attend Daily Basis Meeting
- Follow up marketing Team
- Daily Basis Purchase and sales entry in Tally Prime
- Preparing daily basis cash Book
- Preparing cash Flow statement
- Check daily basis receipt payment vouchers and journal also
- Handling all types of ABC Audit (AUDIT BUREAU OF CIRCULATION) documents
- Prepare monthly basis B.R.S (**Bank reconciliation Statement**)

PERSONAL STRENGTH

- Hard Working and Very Responsible,
- Honest and Sincere,
- Willingness to Learn.

PERSONAL DETAILS

Father's Name	Kanai Dutta
Mother's Name	Dipali Dutta
Address	Arobindo pally,siliguri . p.o. Rabindra sarani Dist-Darjeeling Pin-734006
Date of Birth	12/07/1996
Sex	Male
Nationality	Indian
Hobby	Interacting with the people, listening music
Language known	English, Hindi, Bengali

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Signature:

