

# Resume

## **RAKESH MAHATO**

PUJA ABASAN 2, FLAT NO. 2A,  
FD-5/10, VIDYASAGAR PALLY,  
BAGUIATI, KOLKATA- 700059.

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**Mobile No. (+91) 8777549638**



### ***Career Objectives***

Seeking for a job in challenging and healthy work environment in a Company, where I can utilize my skills and knowledge efficiently for organizational growth.

### ***Education Qualification***

2011	Bachelor of Commerce (B.COM) under University of Calcutta, Kolkata
2006	12 <sup>th</sup> (commerce) from (C.B.S.E) K.V. no1 salt lake, Kolkata with 44.60%.
2004	10 <sup>th</sup> from (C.B.S.E) K.V. no1 salt lake, Kolkata with 52.20%.

### ***Professional Qualification***

2019	Certified Industrial Accountant (CIA) course from ICA Salt Lake Kolkata, which includes Direct Tax, Advance Accounts, PDP, Tally ERP 9, GST.
2018	Pursuing Graduate Diploma in Materials Management (GDMM) from IIMM Kolkata.
2009	Diploma in Financial Accounting from CMC LTD. Kolkata, with 60.00%.

### ***IT Skills***

- MS Office (word, excel, ppt.), Tally ERP 9 with GST, TDS, ITR e-filing, etc.

### ***Extra Curriculum***

- Participated in the KVS (Kolkata) Regional Sports Meet in Volley Ball.
- Participated in the KVS (New Delhi) National Sports Meet in Volley Ball.
- Involved in various cultural activities held at School and College level.

### ***Professional Skills***

- Punctual, comprehensive problem solving abilities, ability to deal with people diplomatically, willing to learn.
- Positive attitude towards work.

### ***Language Known***

	Read	Wright	Speak
Hindi	Yes	Yes	Yes
English	Yes	Yes	Yes
Bengali	No	No	Yes

### ***Personnel Profile***

**Name** : Rakesh Mahato

**Mother Name** : Manju Mahato

**Father Name** : Late Ram Nandan Mahato

**Date of Birth** : 26<sup>th</sup> March, 1989

**Marital status** : Single

**Nationality** : Indian

**Religion** : Hindu

**Hobbies** : Traveling, Listening Music, Watching Movies, Web Series, etc.

**Date:** - 04/12/2019

**Place:** - KOLKATA



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(Rakesh Mahato)