

# Curriculum Vitae

## Sayantani Dawn

C/o- Mr. Animesh Dawn

Address- 155/37/11, Brojomoni Debya Road

City - Kolkata

Pin - 700061

Mobile – 8961667647

E-mail id. – [sayantanidawn19@gmail.com](mailto:sayantaniidawn19@gmail.com)

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**Objective:** To work in a dynamic and reputed organization that can utilize the inherent talent of the incumbent to the maximum.

**Areas of Interest:** GST, Bank reconciliation and various aspects of accountancy.

### Working Profile

Worked as an **Junior Accountant** in **Accounts Dept of Macintel Solutions** (Apple authorised service provider) for 4 months.

### **Responsibilities:**

1. To execute GST billing, tax invoice preparation, e-way bill preparation.
2. Preparation of MIS reports.
3. Co-Ordination and handling of customers.
4. Preparation of Inventory Stock report.
5. Preparation of daily accounts journal sheet in MS Excel.
6. Hands in documentation for bank reconciliation jobs i.e. RTGS, NEFT.
7. Handling of cash and all duties as a cashier.
8. All data backup done in Tally.

### Summary of Qualifications

#### 1. Graduation

Degree	Institution	University	Year of passing
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<b>B.Sc (Geography, Political Science, Economics)</b>	Jogomaya Devi College	Calcutta University	2020
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## 2. Pre-Graduation

Degree	Institution	Board / University	Year of passing
Madhyamik	Children welfare association	W.B.B.S.E.	2014
Higher secondary	Barisha girl's high school	W.B.C.H.S.E.	2016

## Surveys undergone and worked project

### Geographical Survey Work

9. Undergone a 1 week survey work on **Geography field survey file** in **Purulia, West Bengal**.
- Road vehicles permit and travelling
  - Market commodities price level
  - Houses and life styles of people around

### EVS Project Work

10. Worked on a project on **Environmental Field Studies** in **Nalban, East Kolkata**.
- Ecological studies
  - Socioeconomic observations

### Course Undergone

11. Completed 7 months course on **Tally Financial Accounting Program** which includes **Advance Tally, Tally Prime, Inventory, GST, TDS, TCS, Payroll**.

### Personal details

<b>Date of birth</b>	23 <sup>rd</sup> December, 1996
<b>Sex</b>	Female
<b>Hobby</b>	Dancing, Travelling
<b>Marital status</b>	Single
<b>Languages known</b>	English, Bengali
<b>Nationality</b>	Indian
<b>Strength</b>	Self confidence, punctuality, hard working potential

### Declaration

*I hereby declare that above information provided here is true to the best of my knowledge.*

**Place** : Kolkata

**Date** : 01.04.2023

**(Sayantani Dawn)**