

SUVAJIT THAKUR

CONTACT

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Address : 91/2 Desh Bondhu
Road Kolkata - 35

PROFILE

Seeking a position in a company where acquired experience and knowledge can be utilized properly.

To obtain a respectable position with a professional organization. Where I can utilize my skills for the growth of the organization and myself

CERTIFICATION COURSE

Certified Industrial Accountant (CIA) Express from The Institute of Computer Accountants (ICA).

PROFESSIONAL SKILL

- MICROSOFT OFFICE 2019 (**MS EXCEL, MS WORD, MS POWER POINT, ADVANCED EXCEL, V-LOOKUP, H-LOOKUP, CONDITIONAL FORMATTING**)

EXPERIENCE

SAMSUNG SERVICE CENTER

Store incharge (2019-2020)

SAMSUNG STORE (FUNDAMENTAL ELECTRONICS)

Jr. Accountant and Mis Executive (2023-2024)

- Working with the Tally software, purchase, sales, Payment, Receipt, BRS entry, RCM entry, Debit note, Credit note, Stock maintenance.
- Every day, maintenance of Excel data and the Report Generate.

P.E. ERECTORS PRIVATE LTD

Accountant and Mis Executive (present)

- working with the Tally software and a data entry operator.

- BUSINESS COMMUNICATION
- BUSINESS ACCOUNTING
- TALLY PRIME & GST
- TDS

PERSONAL ATTRIBUTES

- HONEST
- TEAM PLAYER
- KEEN LEARNER

LANGUAGE

- BENGALI
- ENGLISH
- HINDI

DATE:

PLACE:

ACADEMIC QUALIFICATION

EXAMINATION	BOARD/UNIVERSITY	PASSING YEAR
GRADUATION	N.S.O.U College	2022
HIGHER-SECONDARY	W.B.C.H.S.E	2015
MADHYAMIK	W.B.B.S.E	2013

PERSONAL DETAILS

Father's Name: Subrata Thakur

Marital Status : Unmarried

Date of Birth : 28/11/1996

SIGNATURE

