

## CURRICULUM VITAE

**NAME :** Pritam Roy.

**ADDRESS :** 5/13 kaliprasad Chakraborty Lane,Howrah-711-101

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**Mobile Number:** 9674763364/8910475003

**Career Intention:** Accounts & Finance



**CAREER OBJECTIVE:** I want a position where I can use my ability and skill in a perfect way. And also develop my skill to prepare myself for tougher challenges in future. My first expectation would be to learn how all this are applied in a new technologies in corporate world works and also sharpen my technical ability.

### **EDUCATIONAL QUALIFICATION:**

Examination/degree	year	School/College	Board/University	Marks(%)
B.Com (Hons)	2015	City college of commerce & business administration	CU	42
H.S	2012	Howrah Vivekananda institution	WBCHSE	64.6
Madhyamik	2010	Howrah Vivekananda institution	WBBSE	53.5

### **PROFESSIONAL QUALIFICATION:**

course	Year	Institute
CAFA (Certificate in Advanced Financial Accounting) – Based on Tally.ERP 9	2016	Ramakrishna Mission Shilpamandira ( Computer Centre)
HARDWARE& NETWORKING	2016	Bandhan skill development centre

**PROFESSIONAL EXPERIENCE:**

ORGANAIZATIONS	DESIGNATION	FROM – TO (YEAR)	SALARY PACKAGE(P.A)
PROJECT ELECTRICAL INDUSTRIES (INDIA) PVT LTD	ACCOUNT EXECUTIVE	01.06.17 – 06.03.18	91,200
ROYAL INFRACONSTRU LIMITED	ACCOUNTS EXECUTIVE	07.03.18 – TILL NOW	2,00,000

**KEY SKILLS:**

Business Accounting , MS Word , MS Excel , Advance Excel, Power point , Busy, Ace , **Tally ERP.9 (Including latest version 6.5.1) ,Microsoft Dynamic Navision** , Journal entry, Invoice booking, Bank reconciliation statement in ERP NAV daily basis, TDS booking & payment , GST , E-way bill generate, Monthly reconcile books, Daily payment process through online, weekly vendor reconciliation , prepare fund Position daily basis and other accounts related work done.

**DECLARATION:**

Above details are true to the best of my knowledge and belief.

**PERSONAL DETAILS:**

Date of Birth -14/12/1994

Hobbies and Interest – Internet suffering, listening song, playing football.

Language Known – English, Hindi, Bengali.

Date-

Place- kolkata

Signature-