

RESUME



GOURAB SAIN

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Address: - Musharu, Poshla, Purba Burdwan, 713125

OBJECTIVE

Aspiring A Suitable Position Where an Opportunity Exists for Skill and Tasks Are Challenging to Upgrade My Knowledge for The Improvement of Organization and Self as Well.

WORKING EXPERIENCE

SHREE DURGA TRADERS

JOB ROLE

Maintain Purchases & Sales Register With GST, Maintain Sundry Creditors & Sundry Debtors Accounts, Prepare Profit & Loss Account & Balance Sheet for The Company.

KRISHNA TISSUES PVT LTD (UNIT-II) (Still Working)

JOB ROLE

Create Local Sales Bill & Export Sales Bill With GST, Generate E-Way Bill for Invoice, Maintain Sales Register and Prepare Sales Report for the Company.

SKILLS

Maintain Purchases Register

Maintain Sales Register

Prepare Bills Both

Prepare Profit & Loss Account

Prepare Balance Sheet

Maintain Day to Day Cash Handling Transaction

Working on GST Calculation

Working on Purchases & Sales GST Calculation

Co Ordinate with Client and Vendor

BEST SKILLS

Fastest Tally ERP 9 System Operator
To Work on Latest Format of MS Office

QUALIFICATIONS

WBBSE (Bhatar M.P. High School) – 2012
WBBHSE (Bhatar M.P. High School) – 2014
B. Com (Hons) Three Years Degree Course (Burdwan Raj College) – 2017

PROFESSIONAL QUALIFICATIONS

Advance Diploma in Financial Accounting System (ADFAS) From Burdwan Youth Computer Training Centre

PERSONAL DETAILS

S/O: Debashish Sain
Sex: Male
Material Status: Unmarried
Nationality: Indian
Languages Known: Bengali, Hindi, English
Hobbies & Interest: Fitness, Movies, Music, Cricket, Football

DECLARATION

I Do Hereby Declare That All the Information Given Is True to Best of My Knowledge and Belief

DATE: -

SIGNATURE

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.