

MOUSOM DAS

Mobile: +91-8133855984

E-Mail: mousomdas5@gmail.com

LinkedIn: www.linkedin.com/in/mousom-das-07727930a



OBJECTIVE

I aim to leverage my knowledge and experience to secure a professional role that offers opportunities for growth and challenges, where I can develop new skills and deepen my expertise.

TECHNICAL SKILLS

- Well-versed in MS Excel, MS Word, MS PowerPoint, Bizom DMS, Tally ERP & Tally Prime.
- Efficient In Internet and Basic Computer Applications.
- Operating Systems: Windows 7/8/10

WORK EXPERIENCE

1. Company : **Orient Electric Ltd. (Under CNF Lahoty Brothers Private Limited)**

Location : Guwahati, Assam

Designation : Billing & MIS Executive

Duration : March 2022 to Continue.

Responsibility

- Billing in Bizom (Distributor Management System)
- Preparing Dealers Scheme reports and Disbursed.
- Handling day-to-day Accounts in Tally & Excel.
- Maintain Cash Handling, Petty Cash Management Debtors and Creditors Ledger

EDUCATION QUALIFICATION

- **2017 B.Com** in Management from Guwahati University.
- **2014 HS** (Commerce) under Assam Higher Secondary Education Council.
- **2012 HSLC** under the Secondary Education Board of Assam

OTHER EDUCATION QUALIFICATION

- Diploma in Basic Computer, DTP & Tally & DCA.

PROFESSIONAL TRAITS:

- Positive attitude
- Dedication & determination towards achieving goals
- Capable to adjust in any environment
- Confident of my abilities to manage
- Disciplined & good etiquette
- Ability to work with people diplomatically

PERSONAL DETAILS

Date of Birth	15.01.1997	
Nationality	Indian	
Father Name	Mr. Marmeswar Das	
Mother Name	Mrs. Bijaya Das	
Sex	Male	
Marital status	Unmarried	
Address and Contact No.	Vill: Kendukuchi, PO: Bhattapara, PS: Azara, Dist: Kamrup Metro, Pin: 781017, Assam	+91-8133855984
Language	Hindi, English, Assamese	

HOBBIES

- Interacting with people
- Outing with friends
- Listening music
- Reading books
- Watching movies
- Surfing internet
- Playing Football & Cricket

DECLARATION

Above I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the mentioned.

PLACE:
DATE:

MOUSOM DAS