

CURRICULAM VITAE

SUBHA GHOSH

KHARDAHA DESHBANDHU PALLY (LANE NO -1), 132/A

24 PARGANAS NORTH

P.O. - KHARDAHA , KOLKATA - 700117

Email ID - Subhaghosh001@gmail.com

Mobile No. – 8617737483 / 9330031137

CAREER OBJECTIVES

Achieve a life with a dynamic profile where I complete my knowledge with working different kinds of experienced people & become a successful person to fulfill my dreams.

EDUCATIONAL QUALIFICATION

EXAMINATION	BOARD/ COUNCIL	YEAR	PERCENTAGE
Madhyamik	W.B.B.S.E.	2011	72.25%
Higher Secondary	W.B.C.H.S.E.	2013	54.40%
B.COM	C.U.	2021	40.64%

PERSONAL INFORMATION

Father's Name : Babu Ghosh
Date of Birth : 31st January 1995
Nationality : Indian
Religion : Hindu
Category : General
Gender : Male
Marital Status : Single
Language Known : Bengali, English & Hindi.

COMPUTER KNOWLEDGE

- CITA — Certificate in Information Technology Application.
- DITA — Diploma in Information Technology Application.
- CFAS — Certificate in Financial Accounting System.
- DFAS — Diploma in Financial Accounting System.
- CPA – Certified Professional Accountant from George Telegraph Institute of Accounts.
- Certificate Course in **Advanced Excel** from George Telegraph Institute of Accounts.

WORKING EXPERIENCE

- **Accounts Executive** — **Finance & Accounts** in Exide Industries Limited (June 2017 to August 2019)
- **Accounts Executive** — SSS Loha Marketing PVT. LTD. (March 2021 to May 2024)
- **Accounts Executive** — Calcutta Springs Limited (Currently Working here from June 2024 to till date)

JOB PROFILE

- Independently handled Accounts Payables / Receivables Management, Accounting & Taxation of various Manufacturing and Non-Manufacturing industries.
- Having exposure over Accounting Software Tally ERP 9, Tally Prime & EXCEL, Book-Keeping, Financial Accounting, General Accounting & Procedures, Ledger balancing, Factory Accounts & expenses report management, Godown Stock Management Prepare, GST knowledge, GSTR 2B reconcile, Debtors-Creditors ledger follow up & management, Companies Fixed Deposits (FD) & others banking work management, Electricity, Telephone, Wi-fi & Internet bill management, Interest Calculation of Debtors, Debit Note & Credit Note handled, Follow up Payment & Receipt, Salary Sheet making with bank details handled of every employees, E-Mail handled, Sales, Purchase & Journal entries, TDS & TCS sheet making, RCM sheet making, Billing, E-Invoice, E-way bill, Transportation, Hydra-Crane bill handled, BRS management, Petty Cash / Debit Voucher Management.

STRENGTHS

- Hard Working and Achievement Oriented.
- Ability to stretch and put in an extra effort to beat targets.
- Cooperative and patient with an ability to deliver quality results.
- Quick Learner

Date :

Place : Khardaha

SIGNATURE