



# BABUYA GAYEN

## PROFILE

To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

## CONTACT :

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36 No Hat  
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South 24 Parganas  
743338

## EDUCATION

Bachelor of Arts (B.A)  
Calcutta University (2017)

Higher Secondary (10+2)  
West Bengal Council of Higher Secondary Education (2013)

Secondary(10)  
West Bengal Board of Secondary Education (2011)

### Extra Curriculum

- Certificate in Tally Financial Accounting Program from Tally Academy, Salt Lake.
- Diploma In Accounting with Tally From Anudip Foundation, Sonarpur

## WORK EXPERIENCE

### Gazi Enterprise (Construction) 1 year (2017)

- Collect Tender Data from various sources.
- Prepare and submit Tender Data.
- Performing basic admin duties.
- Performing banking related work
- Work side visit and inventory control

### Jamini Knitwears (Garments) 5 years (2018 to till now)

- Manual chalan preparation, Maintain stock physical file of bills and invoices, keeping & managing records.
- Making online E-way bill.
- Performing monthly GST Return.
- Performing TDS chalan monthly & quarterly return.
- Performing banking related work.
- Performing Advance tax calculation & quarterly payment.
- Reconciling daily transaction.
- Maintain cash daily basis.
- Assist with Auditor for Audit.

## SKILLS

MS Word	<div style="width: 100%;"></div>
MS Excel	<div style="width: 100%;"></div>
Tally ERP9	<div style="width: 100%;"></div>
Tally Prime	<div style="width: 100%;"></div>
Adobe Photoshop	<div style="width: 100%;"></div>