

Name: Priyanko Paul.



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CAREER OBJECTIVE

To explore the opportunities within an organization and to learn new things forth well diversified exposures and to deliver through hard work and competence that would enable me to achieve the full potential and help the organization to reach the goal.

ACADEMIC QUALIFICATION

STANDARD	STREAM	YEAR	PERCENTAGE	DIVISION
POST GRADUATION	M.COM	2020	67	FIRST
GRADUATION	B.COM(H)	2014	47	SECOND
H.S.	COMMERCE	2008	68	FIRST
SECONDARY	GENERAL	2006	59	SECOND

PROFESSIONAL SKILLS

- ♣ Certificate CIA+ (Certified in Industrial Accountant Plus) course from ICA – Professionalcourse on ACCOUNTING & TAXATION.
- ♣ Certificate from Thakurpukur Youth Computer Training Centre on DFAS course.
- ♣ Spoken English from RICE INFOTECH EDUCATION.
- ♣ Certificate from M-ILLUSSION on DMOA & FA.
- ♣ Certificate from TALLY ACADEMY on TALLY ERP 9 & TAXATION.
- ♣ Certificate from FUTURE INFOTECH on Diploma in FINANCIAL ACCOUNTING, TAXATION.
- ♣ Pursuing in TAXATION course from MCS TAX.

PERSONAL SKILLS

- Hardworking.
- Confident.
- Innovative.
- Quick adapting to any situation.
- Good Communication.

JOB DESCRIPTIONS

COMPANY NAME - "BEHALA INSTITUTE OF ALLIED HEALTH SCIENCES"(FROM 2016 TO 2017).

- Microsoft Excel (Formula used- advance Excel,v.lookup, H.lookup,pivot table, pivot chart, Text to column, sumif, countif, sum, avg, etc)
- Microsoft Word.
- Tally erp 9 (maintain sales voucher, purchase voucher,receipt, payment,BRS,etc)
- Maintain income and expenditure account in Ms- Excel.
- Maintain voucher slip payment, salary slip, cash deposit and withdraw from bank.
- Maintain Students monthly fees and dues and register book of company's own software.

COMPANY NAME- "COMPUTER DOT COM" (FROM 2017 TO 2018).

- Tally erp 9 with gst (maintain purchase bills, sale bills, BRS, Receipt, Payment)
- Maintain Ms-word.
- Maintain Ms- Excel formula- (sum, avg, vlookup, Hlook up, pivot table, pivot chart,text to column,countif, advance filter, conditional formatting, etc).
- Maintain voucher slip payment, cash deposit and withdraw from bank.
- Maintain Students monthly fees and dues and register book.
- Maintain TDS and GST entry in tally.

COMPANY NAME- "MALKANI GROUP" (FROM 2021 TO 2022)

- Tally PRIME with gst (maintain purchase bills, sale bills, BRS, Receipt, Payment)
- Maintain Ms-word.

- Maintain Ms- Excel formula- (sum, avg, vlookup, Hlook up, pivot table, pivot chart,text to column,countif, advance filter, conditional formatting, etc).
- Maintain voucher slip payment, cash deposit and withdraw from bank.
- Maintain TDS and GST entry in tally.

COMPANY NAME- “OPTO MARKETING CO PVT LTD” (FROM 2022 TO PRESENTLY WORKING)

- Tally PRIME with gst (maintain purchase bills, sale bills, BRS, Receipt, Payment)
- Maintain Ms-word.
- Maintain Ms- Excel formula- (sum, avg, vlookup, Hlook up, pivot table, pivot chart,text to column,countif, advance filter, conditional formatting, etc).
- Maintain voucher slip payment, cash deposit and withdraw from bank.
- Maintain TDS and GST entry in tally.

PERSONAL INFORMATION

Date of Birth: 20/04/1990

Father’s Name : Late Rabindra Nath Paul.

Caste: OBC

Current Address:21, R.N.Tagore road, Nabapally, Thakurpukur, Kolkata-700063.

Language Proficiency

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	No	Yes
Bengali	Yes	Yes	Yes

Date-

Sign.-

Priyanko Paul.