



Ashis Bera

Mobile No 9903382960

Email ID: ashis1985.bera@gmail.com

Objective

Seeking challenging position affording annual and professional growth. Motivated with extra drive to achieve challenging results to well operation with an organization of high repute, preferably in well known industry, always willing to learn and improve performance.

Experience

1. Now I am working as Jr. Accountant from November,2016 to till now
2. I worked as a office assistant six years at NBFC company from November 2011 to September2016
3. I worked as a junior Accountant in a chartered firm one years from Sep 2008 to March2010
4. I worked as Life Advisor in Kotak Mahindra Insurance from Nov,2007 to August2008
5. I worker as Sr. Sales Executive in ICICI Bank at Current A/C Dept from Feb,2006 to Sep 2007

Role of Work

Day to day transaction in tally, Entry of purchase invoice ,sales invoice, payment & receiving, prepare BRS in Tally, Bank pass book maintain, stock register maintain, taking stock in hand in every month last day of work, Petty cash, Professional tax chalan create and yearly submission of P.Tax return and other work as per instruction.

Educational Qualification

- Passed class ten in 2001 under WBBSE with 1st division
- Passed H.S. in 2003 under WBBHSE with 2nd division
- B.Com from Calcutta University in 2006 with 2nd division

Computer Skill

- Basic Knowledge of Computer (Ms Word, Ms Dos, Ms Excel ,Internet)
- One year complete Financial accounting from Brain ware institute(Tally ERP9,) and GST
- Visual Foxpro

Hobby

- Making friends, Net surfing, Watching T.V.

Personal Details

Father's Name: Sri Ballav Ch Bera

Date Of Birth: 03th Nov, 1984

Permanent Address: Vill: Singha Chak, P.O. – Palas Pai, Dist: Paschim Mednipur, P.S. – Daspur, Pin 721146

Temporary Address: C/O, Prabir Das, New Khulna Pally, Karbala, Madhyam Gram, Pin700130

Sex: Male

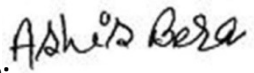
Nationality: Indian,

Cast: General

Language Known: Bengali, Hindi, English

Date:

Place: Kolkata

Signature:.....


(Ashis Bera)