

RESUME

RAJIB KUMAR GHOSH

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BARRANAGAR, KOLKATA-700050,

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Personal Details:

Father Name : Late. Sunil Ranjan Ghosh.
Date of Birth : 08-03-1980
Nationality : Indian.
Languages known : Hindi, English and Bengali.

PROFESSIONAL EMPLOYMENT HISTORY

ACCOUNTANT JOB

1) Worked as a junior accountant job in **CA Firm (SEALDHA)** 2018 in the year of 2011 and Article Job-2011
Maintained daily financial transactions related to accounts Receivable / payable, bookkeeping, payroll, budget, Manual Books Keeping, BRS, ROC, EXCISE DUTY, CST, SERVICE TAX, TDS, TCS, P.TAX RETURN, IT and RETURN SUBMIT

2) Worked as an Assistant Accountant job in **TAX-LINK (BARASAT) 2007** Maintain petty cash book and Authorize payments done by cash by making payments done by cash by making entries under appropriate BRS, E Filling, Form-Fill Up & Return, Service Tax, TDS, TCS, P.TAX and GST Return Submit

3) Worked as an Accountant-Marketing Executive **Job in CARLOON INDIA CO. 2012 to 2013,**
Maintain Accounts and Taxation and Order collection and Service provided to the customers.

PROFESSIONAL QUALIFICATION OF ACCOUNTS AND TAXATION AND OTHERS (2001-2009):

CA FIRM SEALDHA
TAX ACADEMY W.B Reg: 1401

Manual-BOOK KEEPING (Accounts) AND Maintain BRS.
Sales and Purchase register, Computation of Income Tax, TDS, SERVICE TAX, 'C' EXCISE Duty, TCS, Prepare Profit & loss Statement and Balance Sheet, TDS, ROC etc.

FACULTY JOB

1) TCS ION TRAINING (MADHYAMGRAM) 2013-2019
2) ICMS (KHARDHA) 2013-2019
3) CMC ACADEMY (BELGHORIA) 2012-2013
4) TALLY ACADEMY (BELGHORIA) 2005-2007
5) W.B YOUTH COMPUTER CENTRE SHYAMBAZAR 2007-2010
6) W.B YOUTH COMPUTER CENTRE (BELGACHIA) 2010

OTHERS EXPERIENCE SKILL

PROFESSIONAL EXPERIENCE ON ONLINE TRADING IN THE YEARS 2007 TO 2012:
Knowledge about Online Share Trading in NSE and BSE

DIPLOMA COURSE AT BRAINWARE ACADEMY IN YEAR OF 2001-2002:

FINANCIAL ACCOUNTING COMPUTER COURSE

ACADEMIC QUALIFICATION

Year 1996 Completed Secondary Education under W.B.B.S.E
Year 1998 Completed Higher Secondary Education under W.B.C.H.S.E
Year 2003 completed Graduation in B.COM under C.U

IT'S AND ACCOUNTS TAXATION SKILLS KNOWLEDGE:

SOFTWARE OPERATING : PHOTOSHOP-7, PAGEMAKER-6, MOVIE EDITING ETC.
HARDWARE : PC ASSEMBLING AND INSTALLATION, MAINTENANCE
Financial Accounting : Payroll, Tally-ERP Command, Ace 6,
Office Package (Current) : MS-Word, MS Excel, MS-Access, MS PowerPoint,
E-FILLING : 1) INCONE TAX RETUEN,
2) GST REGISTRATION AND RETURN
3) PF, P.TAX, ESI AND TDS RETURN

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:
Place:

(Signature)