

RESUME

Bishwabrota Upadhaya.

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Seeking entry level position with a growth-oriented organization in the area of:

- To obtain a position that will allow me to utilize my technical skill ,Experience and willingness to learn in making an organization successful.

Academic Qualification

- ❖ M.Com from Calcutta University in 2013(secured passed 54%).
- ❖ B.Com (Hons.) from Calcutta University in 2010 (secured 1stclass with 60.38% marks).
- ❖ Class 12th (commerce stream with mathematics) from Sir, Nripendranath Institution, Kolkata (W.B.C.H.S.E Board) in 2007 (secured Passed with 56.40% marks).
- ❖ Class 10thfrom Brajomohan Tewary Institution, Kolkata (W.B.B.S.E Board) in 2005 (secured2nddivision with 54.38% marks).

Work Experience and Salary

- ✚ Presently Working with **M/S Nivritti Foods Pvt Ltd.** a Listed and Kolkata Based Company, as an Accountant since January 2017.During my tenure of work with the company, I have been exposed to following aspects:

1. Maintains the invoicing system, collection for smooth operation of daily activities Inventory planning control.
2. Prepare and maintain Stock Reconciliation Report, Creditors Balance Reconciliation Report &Debtor-wise Ageing report etc.
3. Calculation of liabilities under GST in periodical basis as applicable. Mainly GSTR1 return prepare online in GST Portal and obtain to payment from cash department for arrange to deposit within due dates to avoid the interest/penalty.
4. Calculation of liabilities under TDS in periodical basis as applicable. TDS return are also made online and obtain to payment from cash department for arrange to deposit within due dates to avoid the interest/penalty.
5. Efficient in maintaining the day to day activities relating to Accounts and administration, Preparation of BRS, Debtor Reconciliation, checking of Suppliers/Vendor bills etc.
6. Cash Collection & Payment to all Vendor (Cashier).

- ✚ **Salary at now Rs.19,000**

- ✚ Past Two Years and Eight Months (April 2014 to December 2016) worked with **OBS GRAPHICS** , As an Accountant .

Computer course and proficiency

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Knowledge about Basic computer, MS Office suite , Advance Excel, Internet & email, Tally 9 etc& Focus (Accounting Software).

Personal Details

- ✓ Father Name : Late Sourendra Nath Upadhaya.
- ✓ Date of birth : 08th Septembar, 1989.
- ✓ Contact address : 25,Vivekananda Park, P.O.: Haridevpur,
P.S.: Haridevpur, Kolkata-700082.
- ✓ Languages Known : English, Hindi & Bengali.
- ✓ Location Preference : Kolkata.

OBJECTIVE: Believe in Hard Work as a key to success & with this strength gives my organization best performance in every area of activity.

DECLARAION: I hereby certify that particulars given here in are true to the best of my knowledge and belief. If any information is found to be false, the company is free to cancel my selection/appointment or terminate my training/service.

Place-Kolkata

BISHWABROTA UPADHAYA