

# MONOJIT MAJI



## Summary

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Junior accountant specializing in tally. Experienced with tally, GST, excel, internet suffering, some knowledge of income tax and others.

## Skill Highlights

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- Junior accounts management
- Strong decision maker
- Complex problem solver
- Creative knowledge
- Innovative
- Service-focused

## Experience

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**Accountant:** - 10/2018 to still going.

**S. S. Associate in accounting farm:** - October'18 to December'20

**Accountant in ARAV Exports:** - January' 20 to still date

Cooperate with senior accountant to does the work perfectly. Clean work and specific, intuitive interactions and experiences.

- Purchase, sale, bank statement & any other entry in tally.
- Work with auditor to manage a complete & successful accounting file.
- Complete detailed GSTR-1, GSTR-3B, GSTR-4, GSTR-9 any other.
- Data entry in excel.
- Some knowledge of income tax and file ITR-1 & ITR-4

## Education

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Higher Secondary: 2014, West Bengal Council of Higher Secondary Education.

Bachelor of commerce: 2018, Calcutta University.

## Certifications

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Complete of Diploma in Financial Accounting: **Tally ERP-9, Microsoft office**

Pursuing of Certified Industrial Accountant (certificate): **Tally ERP-9, Word, Excel, GST, ACE (Accounting Software), Direct Tax.**

## Contact

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### Address:

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### Email:

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## Languages

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Bengali  
Hindi  
English