

# RESUME



**NAME** : RAJESH DUTTA  
**CONTACT NO.** : 9330693410/9062448418(M)  
**E-MAIL ID** : rajeshdutta1612@gmail.com

## **OBJECTIVES**

To utilize my skill and abilities in the Corporate Sector that offers security and Professional growth while being resourceful, innovative and flexible in this challenging world.

## **WORK EXPERIENCE**

- Mahabir Coke Industries (P) Ltd. –Working from 2007 to till date.
- Job Profile – Accounts Executive
- Responsibility – Tally ERP9, Income Tax Return Filling, GST Registration, Sale Bill Entry, Purchase Bill Entry, Bank Reconciliation, Bank Voucher Entry, Preparation of Trial Balance & Balance Sheet & Profit & Loss A/c Final Accounts, Excel, Word, Journal(Party Ledger reconcile), Share Details for Demat Account and Petty Cash Handling.

## **ACADEMIC PROFILE**

<b>YEAR</b>	<b>EXAMINATION</b>	<b>BOARD/UNIVERSITY</b>	<b>% MARKS</b>
2002	Madhyamik	W.B.B.S.E	53.00
2004	Higher Secondary	W.B.C.H.S.E	55.10
2007	Graduation ( B.Com Hons)	Calcutta University	42.00

### **PROFESSIONAL QUALIFICATION**

- **Job-Oriented Qualification – Completed Finance Course CBA (Complete Business Accountant) From IIJT, Kolkata in 2010.**
- **Course Contents – Computer Fundamentals (MS Office), Advanced Accounting, Financial Accounting Packages (Tally-ERP9, Fact and Ace), Taxation (Direct and Indirect Tax), Soft Skills for Success.**

### **EXTRA CURRICULAR ACTIVITIES**

- Participated in the School Game.**
- Participated in the community activities of my local Club.**
- Organized blood donation camp in the locality.**

### **SKILLS**

- Good communication skill in English, Bengali and Hindi.**
- Can easily communicate with new people.**
- Honesty and hard working.**

### **INTEREST & HOBBIES**

- Playing Cricket, Football & Carrom, Listening music,**
- Watching sports on TV, COMPUTER games, and Reading story books.**

### **PERSONAL DETAILS**

**FATHER'S NAME : Late. Sudhir Dutta.**

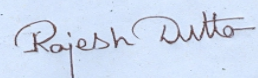
**ADDRESS : 132/N, Taramoni Ghat Road, Paschim Putiary,  
Kolkata - 700041**

**DOB : 16<sup>th</sup> of December, 1985**

**SEX : Male**

**Date : 27.08.2022**

**Place : Kolkata**



**Signature**