

CURRICULUM VITAE

Personal Information:
Name: BABLOO RAJAK
Father's Name: Niranjan Rajak.
Gender: Male
Marital Status :Single
Date of Birth: March 4 Th ,1993
Permanent Address: Sapuipara, P.N. Colony, Nischinda (Bally), Howrah -711 227 (West Bengal).
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Career objective:

- ✓ To see myself as one of the key success factor of my organization.
- ✓ Value creation for my organization through innovation and experimentation.
- ✓ I can be an Asset of the Company.

<u>Technical Qualification:</u>			
S.N.	Examination	Percentage (%)	Name of the Institution
1.	Diploma in Financial Accounting	75 %	Bally Youth Computer Training Center

Academic Qualifications:

Year	Examination	Institution	Performance
2015-16	B.Com (Hons.)	Ananda Mohan College, Calcutta University	II
2010-11	XII (W.B.B.H.S.E)	Shree Maheshwari Bhavan	I
2008-09	X (W.B.B.S.E)	Sapuipara Janata Adarsh Vidyalaya	I

Finance Courses & Trainings:

Certificates	Institution	Courses	Performance
NA			

Employment Details:	
Working Experience working	Period – Since October-2015 and still
Employer : LAW FIRM. Désignation : Accountant & Tax Consultant.	

Job Description: Brief Details Given here under -	
Areas Covered	Broad Description
<u>ROC COMPLIANCE</u>	<ul style="list-style-type: none"> ✓ Preparation of Minutes of Board/Committee of Directors and Shareholders' Meetings. ✓ Incorporation of New Company. ✓ Change of Object Clause, Change of Name, Change of Directorship, Strike off of company, and Registered Office etc. ✓ Company Annual Forms filing (including Form_AOC-4 XBRL) and other compliances. ✓ Well conversant with MCA portal - e- filling of forms.
<u>ACCOUNTS</u>	<ul style="list-style-type: none"> ✓ Prepration of Account, ✓ Preparing and maintaining statutory books of accounts via, Journal, Ledger, Cash Book, Bank Book, Stock Journal and subsidiaries in compliance with time and accuracy norms ✓ Verifying Monthly Bank Statement, ✓ Finalization of Accounts. (Excel).
<u>TAXATION</u>	<ul style="list-style-type: none"> ✓ Filing of ITR (Individual, Firm & Company). ✓ Making payment of taxes on line ✓ Filling of ITR, Tax Audit Forms (3CB-CD & 3CA-CD) ✓ P. Tax ✓ GST Filing, E-Return, E-Way Bill
<u>LIMITED LIABILITY PARTNERSHIP (LLP)</u>	<ul style="list-style-type: none"> ✓ Preparation and online filing of form ✓ Induct the new partners and Designated Partners ✓ Annual forms filing ✓ Works in relevant respect.

Attributes and strengths:
<ul style="list-style-type: none"> ✓ Integrity ✓ A 'will do' attitude ✓ Team skills and ✓ Creativity

Language proficiency:

- ✓ Hindi
- ✓ English
- ✓ Bengali

Computer proficiency:

- ✓ Tally ERP 9, ACE , FACT
- ✓ Proficient with the operating system Windows.
- ✓ Software MS Office (Excel, Word).

Others:

Achievements:

- ✓ Taken part in various cultural and social function organized by school.
- ✓ Social networking.

Declaration:

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Thanking You,

Bablu Rajak

Date: 31/10/2020.

Place: Howrah.