

RESUME

GOURAB SAIN



Objective

I am Seeking a Company Where I Can use my skills, knowledge and Experience to help the Company Meet and Surpass Its Goal and also a Establish Career for Myself.

Skill Highlights

- Accounts Maintain By Tally Erp-9.
- Create Tax Invoice.
- Generate E-Way Bill.
- Generate E-Invoice.
- Inventory Maintain.
- Maintain Purchases & Sales Regeister.
- Calculate Company GST Tax Liability.
- Prepare Profit & Loss Account For The Company.
- Prepare Balance Sheet For The Company.
- Prepare BRS For The Comapny.
- Prepare Cash Flow & Fund Flow Statements.

Contact

Address:
Village-Musharu.
Post Office- Poshla.
Dist-Purba Bardhaman.
Pin No-713125

Phone:
+91 7029202735

Email:
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m.sgourab113d@aol.com

Languages

Bengali.
Hindi.
English

Software

Tally ERP-9
MS Office Excel
MS Office Word
MS PowerPoint
MS Outlook
Notepad
WordPad

Experience

Shree Durga Traders. (Purba Bardhaman).

Designations: Accountant.

Responsibilities: Maintain Purchases & Sales Register, Incomes & Expenses Statements, Bank Statement, Prepared Profit & Loss Account, Balance Sheet & GST Tax Liability.

Krishna Tissues Pvt Ltd (Unit-II). (Purba Bardhaman)

Designations: Billing Officer.

Responsibilities: Create Tax Invoice, Generate E-Way Bill, Generate E-Invoice, Maintain Sales Register, Maintain Finished Goods Inventory Report, Prepared Day Wise Month Wise & Yearly Sales Report for the Company. Prepared Day Wise Month Wise & Yearly Finished Goods Inventory Report.

Education

WBBSE (Bhatar M.P. High School) – 2012

WBBHSE (Bhatar M.P. High School) – 2014

Bachelor of Commerce (Honours) (Burdwan Raj College) – 2017

Certifications

Diploma in Financial Accounting System.(Oct-2016 to Sep-2017)-(Youth Computer Training Centre)

Introduction to Financial Accounting System and Tally ERP including GST.(Nov-2017 to Apr-2018)-(Burdwan Excel Computer Education)