

# **RESUME**



**CHANDAN KUMAR MISHRA**

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## **CAREER OBJECTIVE**

- To prove myself as an asset for the organization by working with dedication on the best of my ability and to achieve goal of the organization. I am working with and also attending to work such organizations where the scope of myself improvement and enhancement of knowledge is possible into groom myself as a better person in terms of handling responsibilities facing challenge and meeting targets.

## **EDUCATIONAL QUALIFICATION**

| <b>Exam</b>      | <b>Board/University/<br/>Institute</b> | <b>School/College/<br/>Institute</b> | <b>Year of<br/>Passing</b> | <b>Percentage</b> |
|------------------|--|--------------------------------------|----------------------------|-------------------|
| Matric           | BSEB, Patna                            | S.N.H School                         | 2009                       | 59%               |
| 12 <sup>th</sup> | BSEB, Patna                            | M.L.S.M College                      | 2011                       | 60%               |
| B.com (H)        | LNMU, Darbhanga                        | M.L.S.M.College                      | 2014                       | 63%               |

## **PROFESSIONAL QUALIFICATION**

| <b>Examination</b>     | <b>Passed In</b> | <b>Marks</b> | <b>Institution</b> |
|------------------------|------------------|--------------|--------------------|
| CMA - Inter (Gr. - 1)  | DEC-15           | 50%          | ICWAI              |
| CMA.- Inter ( Gr. - 2) | DEC-17           | 63.75%       | ICWAI              |

## **EXPERIENCE :**

Experience in Sarkar Gurumurthy & Associates. Form 10.02.2015 to 30.06.2019.

## **MAJOR RESPONSIBILITIES**

- ◆ Income tax Returns
- ◆ T D S Returns
- ◆ GST Returns
- ◆ All Type of Audit
- ◆ Receipt and payment account
- ◆ Handling day to day Accounts
- ◆ Book writing manually & Tally
- ◆ Party Reconciliation
- ◆ Monthly Debtors outstanding Report
- ◆ Maintain Petty Cash Book

- ◆ Preparation of Bank Reconciliation statement
- ◆ Cash Book

### **TECHNICAL QUALIFICATION**

- Diploma in Computer Application.
- Tally (ERP9 )

### **PERSONAL DETAILS**

Father's Name : Govind Mishra  
Date of Birth : 20.10.1993  
Sex : Male  
Marital Status : Unmarried  
Religion : Hindu  
Nationally : Indian  
Language Known : Hindi, English  
Strength : Positive Attitude  
Hobbies : Playing Cricket & Listening Music  
Weakness : A little bit emotional  
Permanent Address : Vill+P.O. Jaideopatty,  
Block- Ghanshyampur,  
Dist- Darbhanga (Bihar)  
Pin code-847405  
Present Address : C/o- Ravindra Pali  
Belur Bally Howrah  
Pin code-711227 ( West Bengal)

### **DECLARATION**

- I hereby declare that the above written particular are true to the best of my knowledge and believe.

**Date:** .....

**Place:**.....

**(CHANDAN KUMAR MISHRA)**