

# CURRICULUM VITAE



**NAME: Suchetan Ghosh**

**Contact No.: 9038853178**

**Email: suchetanghosh8@gmail.com**

**Address:** VILL-Sankrail P.O-Sankrail,  
Near puranopul, Girls School,  
P.S – Sankrail , DIST- Howrah, PIN- 711313

## **CAREER OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## **ACADEMIC QUALIFICATION**

Year	Examination	Institute/ College/ School	Board/University	Percentage
2014	Secondary Examination	Sankrail Abhoy Charan High School	W.B.B.S.E.	42%
2016	Higher Secondary Examination	Sankrail Abhoy Charan High School	W.B.C.H.S.E.	65%
2019	B.COM	Prabhu Jagatbondhu College	C.U.	42%

## **TECHNICAL QUALIFICATION**

- Basic Computer Knowledge (elective subject computer application in H.S.)
- TALLY (YOUTH COMPUTER TRAINING CENTRE)

## **KEY SKILLS**

Office Automation: - MS Office Word,Excel(vlookup,hlookup,pivot table etc), PowerPoint.

Accounts work :- Tally , advance excel.

OS Known: - Windows XP, Windows 7, Windows 8.1, Windows 10.

## **WORK EXPERIENCE**

- Metro Retail Pvt. Ltd. work as Branch Executive (work from 9/9/2021)
- Tally experience in CA firm Joydeep Roy & co.(Purchase, Sales, Receipt,Payment, Credit & Debit note and GST basic knowledge)(work from 1/6/2021 to 3/9/2021)
- E-way bill
- Garments sales(2 months)
- work at cyber café(part time)

## **LANGUAGE PROFICIENCY**

- ENGLISH : READ/ WRITE/ SPEAK
- HINDI : SPEAK
- BENGALI : READ/ WRITE/ SPEAK

## **PERSONAL DETAILS**

- Father name : Suranjan Ghosh
- Mother : Ananya Ghosh
- date of Birth : 08.11.1997
- Nationality : INDIAN
- Permanent Address : DO
- Gender : MALE
- Status : SINGLE

Place:

Date:

(Signature)