

CURRICULUM VITAE

NARUGOPAL DAS

Basudevpur, Khanjanchak, Haldia, Purba Medinipur, 721602

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OBJECTIVE :

To attain a challenging position that will provide me with a platform to exercise my acquired skills in practical situations, to work diligently for the organisation I am associated with and to make the best out of the opportunities given to me, thus contributing for personal as well as organizational development.

ACADEMIC QUALIFICATION :

NAME OF EXAMINATION	SCHOOL / COLLEGE NAME	BOARD / UNIVERSITY NAME
SECONDERY EDUCATION	Paranchak Siksha Niketan	W.B.B.S.E
H.S (COMMERCE)	Paranchak Siksha Niketan	W.B.C.H.S.E
B.COM (H)	Vivekananda Mission Mahavidyalay	VIDYASAGAR UNIVERSITY

STRENGTH :

Positive Attitude, Hardworking, Punctuality and Patience

HOBBIES :

Travelling, Sports, listening music and book reading

TECHNICAL SKILLS:

(Computer Training)

- Certificate in Information Technology Application (In M.S Excel, M.S Word, Power Point)
- Certificate in Financial Accounting System (In Tally ERP.9)
- Certificate in Computer Hardware Maintenance (CCHM)
- Diploma in Computer Hardware Maintenance (DCHM)

JOB PROFILE & EXPERIENCE:

PRESENT ORGANISATION	:	M/s. INDICATIVE CONSULTANT INDIA
INDUSTRY TYPE	:	Testing, Inspection & Certification Services
DESIGNATION	:	Assistant Accountant
DEPARTMENT	:	Accounts
ADDRESS	:	HPL Link Road, Basudevpur, Khanjanchak Haldia, Purba Medinipur, PIN - 721602
JOB PERIOD	:	Continued From January 2015

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PREVIOUS ORGANISATIONS & PROFESSIONAL EXPERIENCES:

Working as an Accountant from 2013 to 2014 full time with **Associate Infrastructure** (Construction Company), From 2015 working with **M/s. Indicative Consultant India (Industrial Laboratory)** .I have 11 years 01 month overall experience in Accounts maintaining.

JOB ROLES & RESPONSIBILITIES:

- Accounts maintain in Tally ERP 9 system
- GST Preparing, GST Payment & Return
- GST Return Filling (GSTR1, GSTR 2B & GSTR 3B)
- TDS Reconciliation as per 26As
- P. TAX Return Filling
- Audit Related Document preparing as per requirement of Auditor
- Preparing of Monthly Salary Sheet
- PF, ESIC, P. TAX and TDS Payment
- Processing of Billing

PERSONAL DETAILS:

FATHER'S NAME	:	SANATAN DAS
RESIDENTIAL ADDRESS	:	VILL: BASUDEVPUR, P.O : KHANJANCHAK P.S. : DURGACHAK DIST : EAST MIDNAPORE STATE: WEST BENGAL PIN : 721602
NATIONALITY	:	INDIAN
RELIGION	:	HINDU
MARITAL STATUS	:	UNMARRIED
GENDER	:	MALE
DATE OF BIRTH	:	9TH JANUARY 1991

DECLARATION :

I, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. After evaluation if you call me for an interview I shall be obliged to answer your other queries and to show original documents as asked for.

With regards,

NARUGOPAL DAS