

PERSONAL DETAILS

Name : Soumya Kumar Bhowmick
Fathers Name : Pradip kumar Bhowmick
Date of Birth : 4th June 1987
Sex : Male
Nationality : Indian



CONTACT DETAILS

Permanent Address : Pratima Nibas Apartment Ground Floor Near Chiria
More Bazar Kaikhali P.O-Airport P.S- Airport
Kolkata-700052

ACADEMIC DETAILS

Graduation : B.COM(H) From Shobhit University

10+2 : West Bengal Board Of Higher Secondary Education
(W.B.C.H.S.E) Gurudas Tarasundari Institution, Berhampore
2005.

Madhyamik : West Bengal Board Of Secondary Education (W.B.B.S.E)
Parulia Union Sadharan Vidyabhaban, Berhampore 2003.

TECHNICAL DETAILS

D.F.A.S : 1 year Diploma Course From Youth Computer training
Centre(Basic Knowledge of Computer operating System,D.O.S,
Windows, Excel, Powerpoint, Internet & Accounting Package
Tally) 2008

LANGUAGE KNOWN

1. Bengali
2. Hindi
3. English

INTEREST & HOBBIES

Having knowledge of Computer Operating System & Applications.

Reading all kinds of books, Playing cricket & football computer games, Listening to Indian music(Rabindra Sangeet) & Swimming.

WORK PROFILE

Name of Co	From	To	Designation
M/s Agarwal & Co	2008(Jan)	2010(July)	Accounts Executive
U.C Construction	2011(Jan)	2017(May)	Accounts Executive
Zenith Leisure Holidays Ltd	2017(July)		Accounts Executive

JOB DESCRIPTION

Preparation of vouchers & cheques.

Handling petty cash for day-to-day office & other expenses.

Voucher entries & maintaining accounts in tally.

Preparation of Bank Reconciliation Statement of every month.

Maintaining of day-to-day books of accounts.

Calculations of Output Tax & Input Tax through Tally ERP

Preparing Tds Challan, Vat Challan Etc.

Day to day recording of transactions and filing of documents.

Having Knowledge of G.S.T

I do hereby declare that the above information to be true & correct to the best of my knowledge & believe.

DATE:

PLACE:

(Soumya Kr.Bhowmick)