

Adrita Das

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OBJECTIVE:

To seek an opportunity to exhibit and enhance my knowledge, skills and abilities through industrial training, in order to contribute to the company through my industrial training and enhance my professional career.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	SCHOOL/ COLLEGE	BOARD/ UNIVERSITY	YEAR OF PASSING	MARKS(%)
IPCC(Both Groups)		ICAI	2021	51.63% (2 nd Attempt)
Master of Commerce	Calcutta University	Calcutta University	2020	71.91%
Bachelor of Commerce	Sivanath Shastri College	Calcutta University	2018	66.78%
12th	South Point High School, Kolkata	West Bengal Council of Higher Secondary Education	2015	83%
10th	South Point High School, Kolkata	West Bengal Board of Secondary Education	2013	75%

TECHNICAL SKILLS:

Computer Training from ICAI. Working knowledge of ERP 9 packages (Tally), proficiency in MS-Office, MS-excel, Internet working, GST, TDS software, etc.

RESPONSIBILITIES & ACHIEVEMENTS:

- Certificate of Participation in Fests (T-shirt Painting, Mock an artist)
- Drawing (Completed till 5th year)

HOBBIES & INTERESTS:

- Singing
- Cooking
- Writing

PROJECTS, TRAINING AND INTERNSHIPS

- Project on Non-Performing Assets and their Management with comparison between Private Sector Banks and Public Sector Banks

WORK EXPERIENCE

Worked as an articled assistant in Sanjib Ghosh & Co. for 2 years.

- Participation as key member in Internal and Tax Audits.
- Preparation of company accounts like voucher entry, suppliers ledger preparation, Debtors Ledger preparation, Cash book and reconciliation statement preparation and other finance activities necessary to finalize the financial statement.
- Preparation of workings regarding GST returns, Monthly GST Returns, TDS returns and assisting in successful submission of those returns.
- Finalization of accounts and Preparing Balance Sheet, Profit and Loss Statement, cash flow statement and Notes to accounts.
- Finalization and filling of different individual accounts and sole proprietorship concern.

OTHER SKILLS:

- Strong Communication Skills (Verbal and Written)
- Spontaneous and Quick Decision Making Ability
- Team Player

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

PLACE: Kolkata

ADRITA DAS