

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	YEAR OF PASSING	MARKS OBTAINED	PERCENTAGE (%)
SECONDERY EDUCATION	Paranchak Siksha Niketan	W.B.B.S.E	2007	507	63%
H.S (COMMERCE)	Paranchak Siksha Niketan	W.B.C.H.S.E	2009	453	60%
B.COM (H)	Vivekananda Mission Mahavidyalay	VIDYASAGAR UNIVERSITY	2012	409	51%

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 : 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 2012 to 2014 full time with **Associate Infrastructure** (Construction Company), **Indicative Consultant India (Industrial Laboratory)** .I have 8 years and 6 months overall experience in Accounts maintaining.

JOB ROLES & RESPONSIBILITIES:

- Accounts maintain in Tally ERP 9 system
- GST Preparing & GST Payment
- TDS Reconciliation as per 26As
- Audit Related Document preparing as per requirement of Auditor
- Preparing of Salary
- PF, ESIC, P. TAX and TDS Payment
- Processing of Billing
- Outstanding Maintain

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