

TUHIN DEBNATH
Accountant Assistant
(02 YEARS 07 MONTHS EXPERIENCED)

Permanent Address: - BANBANIA, HABRA

ASHOKNAGAR -KALYANGARH
NORTH 24 PGNS. PIN-743263

Email Id: - tuhindebnath74@gmail.com
Contact No.: - 8536089374/8910523470
Date of Birth: - 31st Dec'1994



WORK EXPERIENCE

➤ NAME OF COMPANY	:-	AHK AND COMPANY (CHARTERED ACCOUNTANTS).
➤ NAME OF PROJECT	:-	THE RAINFOREST (DEVELOPED BY MOUTHILL REALTY & ONEX REALY AND MARKETING BY INDIABULLS).
➤ PROJECT DEFINATION	:-	RESIDENCIAL PROJECT G+12, 10 & 8.
➤ DURATION	:-	AUGUST'2016 TO JUNE'2018.
➤ NAME OF COMPANY	:-	A UNIT OF ADITYA PLAZA MAKERS PVT. LTD. (THE CORPORATE HOTEL)
➤ DURATION	:-	SEPTEMBER'18 TO TILL DATE.
➤ DESIGNATION	:-	Accountant Assistant.

COMPUTER PROFICIENCY

➤ Package	:- Diploma in Financial Accounting System (DFAS) from "YOUTH COMPUTER TRAINING CENTRE" under a Govt.organization
➤ Operating system	:- WINDOWS XP & MICROSOFT OFFICE WORD, EXCEL.
➤ Tally ERP.9	

SIGNIFICANT CONTRIBUTION PERFORMED

- I am fully responsible and performing my duties like-make Tally entry for all necessary dates related to project accounts.
- Consolidated accounts payables, accounts receivables.
- Managed and recorded company expenses.
- Prepared and processed documents to disburse funds and make deposits.
- Maintained files, and computerized accounting databases.
- Performed debit, credit and totals for client's accounts on computer spreadsheets, using Excel.
- Received and deposited cash and check payments as well as reconciled records and bank transactions.
- Handled invoices from vendors as well as customers on a daily basis
- Maintaining periodically Bank Reconciliation Statement
- Maintaining all contractor and supplier bill reconciliation & liability list.
- Communicated directly with clients regarding invoice/payment discrepancies.
- Scanned and filed all paper documents into office network.
- Managed the internal and external mail functions.
- Performed general office duties and administrative tasks.
- Maintained of daily cash book in bank book.

ACADEMIC DETAILS

Examination	Board/University	Year of Passing
MADHYAMIK	W.B.B.S.E	2011
HIGHER SECONDARY	Secondary Education	2013
GRADUATION	W.B.S.U	2017

CAREER OBJECTIVES

I am looking forward to join an organization where I shall develop expertise & evolve assume leadership responsibilities later on. Apart from that I want explore myself for the betterment of my company as well as me.

STRENGTH

- Comfortable in English, Hindi, Bengali.
- Hard Work, Dedication, Positive Attitude.

PERSONAL DETAILS

- **Name** : TUHIN DEBNATH
- **Father's Name** : TAPAN DEBNATH
- **Permanent address** : BANBANIA, HABRA
ASHOKNAGAR -KALYANGARH
NORTH 24 PGNS. PIN-743263
- **Marital Status** : UNMARRIED
- **Sex** : Male
- **Age** : 23 Years
- **Religion** : Hindu
- **Nationality** : Indian
- **Cast** : General
- **Notice Period** : 1 month
- **Expected CTC** : INR.1,50,000

I hereby declared all the statement made in above vitae is correct to be the best of my Knowledge.

PLACE: - HABRA
DATE :-

Yours Truly
(TUHIN DEBNATH)

