

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 :- RESIDENCISAL 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.
- DESIGNATON :- Accountant Assistant.

COMPUTER PROFFICENCY

- 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)

