CURRICULUM VITAE

***ROHIT***

*Rohit-392125@2freemail.com*

##### *CAREER GOALS AND OBJECTIVES*

*To be a part of a Reputed Organization where seek, Personal Growth and Development Along With the, Organizations Development by Using My skills. The Best of my Abilities.*

##### *Professional & ACADEMIC Qualification*

* *High School Passed 2nd Division in West Bengal Board (W.B.B.S.E ) for the Year 2002.*

•*INTER (S.Y.J.C) Passed 1st Division in U.P.Board for the Year 2004.*

##### *Computer Knowledge*

* *Fundamental of Computers :C.B.A (Comp business Accountant) course from IIJT,Durgapur (W.B.)*
* *Accounting Software : Tally, SMRAT-FA*

***WORK EXPERIENCE IN TARA CORPORATION(Jan 2009 to Jan 2010)***

* *Maintain stock Book*
* *Maintain Daily Challans*
* *Entry of Daily Expenses, Cash Book & Bank Book*

##### *Work Experience In SHREE JAGDAMBA ENTERPRISES (April 2010 to 2016)*

* *Cashier and General Administration.*
* *Attending telephone calls, sending & receiving faxes.*
* *Preparation of Bill Sales & Purchase.*
* *Bank Transactions, Net Banking and Bank Reconciliation.*
* *Maintenance of attendance register.*
* *Maintaining Cash/ bankbook, Voucher posting etc.*
* *Follow up with clients regarding payments.*
* ***Currently working in “Trade Point”, Ghatkoper, a plywood sector as an***

 ***“Accounts Executive”. Checking accounts, debtors, creditors,GST, bank***

 ***Reco, Petty cash, general administration etc.***

##### *Personal Details*

***­­­­­Date of Birth*** ***:*** *17th March 1987*

***Mother Tongue :*** *Hindi*

***Marital Status :*** *Married*

***Gender******:*** *Male*

***Languages Known******:*** *Hindi, English, and Bengali*

***Nationality******:*** *Indian*

***Interested and Activities****: Reading Books & Listening Music*