**CURRICULUMVITAE**



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| **AJAY** D.O.B : 15-03-1986Nationality : IndiaE-mail: ajay-394829@2freemail.com  |

**OBJECTIVE:**

I want to improve my knowledge and build new kills by working in a organization and seeking a position as a Accountant at any organization where I can proper utilized my talent, and I am keen to find a new, suitable challenging role within any organization. And my personal dream is to work in UAE, I know in UAE work is not easy and I love to take that opportunity and I just on daily basis work with my dream to complete it by knowledge and my skills .

**WORK EXPERIENCE:**

Over **12 +** years experience in Sr. Accountant in a Manufacturing Company of Hume Pipe, Tiles, Paver & Block and Electricity Pole and Micro Silica Trading etc. at JALPAIGURI – W.B., **2** years experience in Accountant at Surat (Gujrat), and **2** years experience in Junior Accountant at Siliguri (W.B.), and **1** years experience in Account Asst. & Store Keeper at Birpara, Jalpaiguri (W.B.).

**ACCOUNTANT CUM MANEGER:**-

( DUBAI)

Maintain day to day transaction, Sales & Purchase A/c, Cash Book & Bank Book maintain etc. (Dubai).
**Duties & Responsibilities**

* Internal Audit, GST return, Sales Tax Return (VAT & CST) or Excise Return Preparation, Manufacturing & Cost Accounting and Balance Sheet preparation etc.

**Relevant Skills:**

Microsoft Office, Tally ERP.9, Compact, Ace, Fact & Internet.

Preparing GST / Sales Tax / Income Tax / TDS Return and filling.

**EDUCATIONAL BACKGROUND:**

**B.Com** (Bachelor of Commerce) from **North Bengal University** (N.B.U),

At Siliguri ( W.B). in the year of 2009**Incomplete**.

Completed 12th (**Higher Secondary**) in the year of 2006.

Completed 10th (**Secondary**) in the year of 2004.

**Computer Skills:-**

**CFA** (Computer Financial Accountant) from **Brainware Computer Academy** in **Siliguri** (W.B.) Year of Complete: 2008.

**MS Office + Tally** from ZedCA (**Zed Career Academy**) in Alipurduar (W.B.) Year of Complete : 2007,

**Basic of IT ,**(MS – Windows, MS Word, MS Excel, & Tally 6.3 Internet enabled) , MICE**(Manipal Institute of Computer Education**) from Birpara, Jalpaiguri (W.B.) Year of Complete : 2006.

Knowledge on **Basic Computer Hardware.**

**Languages:**

* English : Fluent in speaking and writing
* Hindi : Fluent in speaking and writing
* Bengali : Fluent in speaking and writing
* Nepali : Fluent in speaking

**PERSONAL INFORMATION:**

 DOB : **15th March, 1986**

 Blood Group : B+ve