**Ritesh**

E mail :- ritesh.371781@2freemail.com

**Objective**

Seeking a position in a dynamic organization with opportunities & responsibilities, that will utilize my education and skills and contribute towards organizational excellence.

**Profile In Brief**

* Possesses strong academic records.
* Aggregate of more than two years experience in accounting field.
* Practical proficiency to work on Tally ERP.
* Handle multiple tasks effectively and can work well independently.

**Experience History**

**Accountant**

**Grinding Aids Industries, West Bengal, India. (**March 2016 to June 2017)

* Monitoring day to day accounting transactions, finalization of books of accounts
* Controlling of bank and cash entries day to day.
* Maintaining stock in excel sheet.
* Verification of invoices and bills during audit.

**Accountant**

**Ramsons PVT LTD, West Bengal, India** (April 2015 to Jan 2016)

* Monitoring purchase entries, sale entries, journal entries.
* Handling Cheque and NEFT.
* Handling of petty cash for the office.

**Educational Qualifications**

* Secondary Education W.B.S.S.E
* Higher Secondary Education W.B.S.E
* B.com (HONS) from Calcutta University, Successfully achieved 1st division.

**Additional Qualification**

* Diploma in Financial Accounting.

 **Strength**

Ability to learn, positive attitude, maintaining interpersonal relations, result oriented, responsibility bearing & hard working.

**Computer Skills**

Basic : Fully Proficient

MS Office : Fully Proficient

Tally ERP : Fully Proficient

**Hobbies**

Listening music, Playing cricket.

**Personal Data**

Date of Birth : 8th Nov 1991.

Language Known : English & Hindi