

Name

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Block 15 DA
Bangalore-570000
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OBJECTIVE

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

PROFESSIONAL SUMMARY

- 5 Years of Work experience involving sales accounting, sales Reconciliation, Debtors reconciliation, cash handling & accounting, Bank Reconciliation, statutory payments, employee accounts, Maintain of general ledger, internal auditing, Inventory Verification.
- Working Knowledge of Ms office & Tally (ERP.9)

ATTRIBUTES/ ABILITIES:

- Excellent interpersonal and communication skills
- Self- motivated, methodical and process driven
- A team player, continuous learner and proactive
- Tenacious, independent and willing to take the initiative

Strength:

- Positive attitude, hardworking and ability to work under pressure
- Ability to reach goals
- Leadership quality

ACADEMIC QUALIFICATION

- Completed graduation in Commerce at ABC.College Hebri in 2005 from Mangalore University.

TECHNICAL SKILL

- DOS, Windows, MS-Office (Word, Excel, Access, PowerPoint) Internet.
- Skills ERP Package Tally (ERP9)

PERSONAL DETAIL

Father's Name	: Mr. R C Biswas
Date of Birth	: 13 th February, 1985
Marital Status	: Single
Languages Known	: English, Kannada, Hindi, Tulu, and Tamil & Telugu.
Interest & Hobbies	: Reading books, Singing, Playing Cricket, Watching TV.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore

yours faithfully

Date:

Nirupam Wiswas