

RESUME

Personal Information

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Present Address for Communication: Rainbow Residency (Green Duplex), Jhilmil Park, Gopalpur House, New Town, North 24 Parganas, Kolkata

Career Objective

I am a postgraduate in finance and currently looking to restart my career with an entry level role in finance. I am aware of the basic process of audit and basic financial process such as Walkthrough of transactions, bank confirmations, 2-way, 3-way invoice verifications, sampling of transactions. I am skilled in MS office tools such as excel, advanced excel and excellent in communication. I am looking for a job to contribute my skills to and help in its growth.

Educational Information

Standard	Board	Name of Institute	Marks Obtained	Percentage Marks	C.G.P. A	Year of Passing
Certificate Management Course	NMIMS- Mumbai	Narsee Monjee Institute of Management Studies	466/600	77.67%	8.33	July 2025- January 2026
M.com	University of Calcutta	Department of Commerce	798/1100	72.54%	7.254	October 2020
B.com (Hons)	University of Calcutta	Umeshchandra College	521/900	57.89%	-	July 2018
Class 12	I.S.C Board	M.C Kejriwal Vidyapeeth	510/600	85%	-	May 2015
Class 10	I.C.S.E Board	Rose Bud School	490/600	81.67%	-	May 2013

Professional Experience

PwC SDC Kolkata Private Limited

Tenure: 11th September 2023- 29th February 2024. Location: Kolkata

Position: Assurance Associate

Roles performed

Gained knowledge of Audit Procedures

Performed test of details

Performed Cash Anchor Testing, Selecting samples from population, tie back of financial statements

Reason for leaving: I resigned due to personal reasons for a demise in my family along with medical reasons.

Deloitte USI (Offices of the US)

Tenure: 14th November 2022 – 20th March 2023. Location: Kolkata

Position: Tax Consultant I

I learned the basic of US Taxation.

Reason of leaving: I left to due to a personal demise in my family.

EY Global Delivery Services Location: Kolkata

Tenure: 31st January 2022 - 9th August 2022

Position: Assurance Associate

Roles performed

Test of Details of financial statements

Reconciliation of difference between company records and client prepared records.

3-way record checking of transaction.

Reason for leaving: I had to resign due to a fatal accident that occurred with me.

EY Global Delivery Services Location: Kolkata

Tenure: 13th September 2021- 18th November 2021

Roles performed

Learned about the basic concept of Auditing

Reason of leaving: I had to resign due a medical emergency. I had a surgery in right eye for partial vision and so I could not extend the role.

Technical Skills

Knowledge of finance such as Transaction cycle, journal, Accounts Payable, Receivable, Cash Flow, Beginner Idea of Accounting concepts and conventions.

Knowledge of MS Office tools such as VLOOKUP, Pivot tables, IF Function

EF SET English Test Qualified with A1 level Advanced Certification. Score of (70/100)

Certificate Course in Udemy about Excel, Advance Excel, Use of Email for Business Professional Communication

Soft Skills

Ability to achieve deadlines

Excellent communication skills.

Punctuality to get things completed in time

Detail oriented.