



DEBAJIT BHATTACHARJEE

Accountant

Agartala, Tripura

debajitbhattacharjee9@gmail.com

9774452775,7005767929

TO SERVE MY COMPANY HONESTLY AND BETTER, SHARE MY EXPERIANCES AND KNOWLEDGE.

Willing to relocate: Anywhere

WORK EXPERIENCE

Audit cum Account Assistant

Social Audit

February 2017 to Present

Kumarghat R.D. Block - Agartala, Tripura

February 2017 to Present

Checking of Job Cards of MGNREGA scheme, Verification of works implemented under MGNREGA scheme, PMAY-G scheme and verification of Social Pension and organise Gram Sabhas.

Audit cum Account Assistant

Chartered Accountant Firm - Agartala, Tripura

M/s. Sanat & Associates

June 2013 to February 2017

Audit of Govt. schemes, concurrent audit, statutory audit, Tax Audit, Compilation etc.

EDUCATION

Master's in Finance in Accounting, Accounting

Tripura University - Agartala, Tripura

August 2010

SKILLS / IT SKILLS

Tally, Microsoft Excel, Word (7 years), Data Entry, Preparation of Accounts on MS-Excel, Tally, Microsoft Excel, Word (7 years) Technical Qualification:

CERTIFICATIONS AND LICENSES

ONE YEAR DCA COURSE AND TALLY

October 2015 to November 2016

ONE YEAR COMPUTER COURSE ON MICROSOFT OFFICE AND TALLY

ADDITIONAL INFORMATION

I HAVE 03 YEARS EXPERIANCE ON DOING MIS