

SAGAR BAIDYA

I am a hardworking and dedicated person. I am an excellent team worker and have skills such as tally with GST, journal entry, maintain bank reconciliation, payroll, advance excel, word, powerpoint, internate, other. I am looking for opportunities in accounts, back office.



Kolkata,
Baruipur
9734637609
sagarbaidya42@gmail.com

EDUCATION

EXAMS	BOARD	YEAR	PERCENTAGE
MADHYAMIK	W.B.B.S.E	2015	72.57 %
HIGHER SECONDARY	W.C.H.S.E	2017	87%
D.EL.ED	N.C.E.R.T	2019	79.92
GRADUATION	NSOU	CONT...	CONT...

MY SCHOOL MEDIUM- Bengali.

HOW DO I SPEAK ENGLISH- Thoda english

EXPERIENCE

I worked as a tally operator for three months.

PERSONAL INFORMATION

MOBILE- 9734637609

EMAIL- sagarbaidya42@gmail.com

MY LOCATION- kolkata, baruipur

D.O.B- 28-03-1998

GENDER- Male

DECLARATION- I hereby declare that all the above information are true & correct to best of my knowledge.

DATE-

SKILLS

Tally with GST, Journal entry, GST, payroll, bank reconciliation, TDS, accounting, Advanced Excel, Ms Power Point, Ms word, >30 WPM typing speed, internet, email, other.

CERTIFICATES

Smart commerce certificate.
ISSUE DATE- 31-10-2019

Diploma in information technology application.
DURATION- 12 Months

LANGUAGES

Bengali, Hindi

HOBBIES

Reading, writing, watching movies, playing, Leadership.

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