



Kunal Das

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Objective

Looking for an opportunity where I can utilize my skills and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organisation.

Education

- **West Bengal Board of Secondary Education**
Madhyamik
48% 2015
- **West Bengal Council of Higher Secondary Education**
Higher Secondary
71% 2017
- **University Of Calcutta**
B.Com (Hons)
56% 2020

Soft Skills

- Thorough knowledge of Accounting
- Hardworking and quick learner
- Strong analytical, problem solving, organisational ability
- Written and communication skills
- Ability to deal with people diplomatically
- Ability to work under deadlines
- Willingness to learn

Technical Skills

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Microsoft Office Access
- Data Entry
- Trained and Certified in Tally ERP 9
Purchase Invoice and Sales Invoice
Debit Note and Credit Note
Receipt Entry
Payment Entry
Contra Entry
Payroll
TDS and TCS
Inventory management etc.

Language

- English
- Bengali
- Hindi

Personal Details

- Date of Birth : 04/01/2000
- Marital Status : Unmarried
- Nationality : Indian
- Religion : Hinduism
- Gender : Male
- Hobbies : Listen music, Singing etc.

Declaration

- I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the same.