

# DIBYENDU MANNA

Chatra, Serampore, Hooghly, West Bengal, Pin-712204  
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## OBJECTIVE

Aspiring finance and administrative professional with a solid foundation in MS Office and Tally ERP. Eager to contribute to organizational growth through accurate data management and financial reporting while developing my skills in a dynamic work environment.

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## EDUCATION

- **Serampore College (University of Calcutta)** 2023  
B.COM (Hons) in Accountancy  
CGPA: 8.233/10
- **Chatra Nandalal Institution (WBCHSE)** 2020  
Higher Secondary Examination  
92.6%
- **Chatra Nandalal Institution (WBBSE)** 2018  
Secondary Education (Madhyamik Examination)  
78.43%

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## SKILLS

- Tally ERP 9
- Business Accounting
- MS Office (Word, Excel, Powerpoint)
- Basic Knowledge of PF/ESI

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## LANGUAGES KNOWN

- Bengali (Fluent)
- English (Proficient)
- Hindi (Conversational)

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## PERSONAL DETAILS

- Date of Birth : 27/08/2002
- Marital Status : Unmarried
- Nationality : Indian

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## CERTIFICATION

- Smart Commerce Certificate course–APLL (6 months)
  - Covered Topic: IT tools & Information Technologies, Operating System Windows, MS Office, Introduction to Internet & Email, Business Accounting, Tally with ERP, PF/ESI, Ecommerce, Mcommerce and various Digital Application.

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## DECLARATION

- I hereby declare that the above information is true and correct to the best of my knowledge and belief.