

## Curriculum Vitae

### **KOUSHIK DEB ROY**

**CONTACT NO** : (+91) 7980232284 / (+91) 8017252906

**E-MAIL ID** : kdroy1991@gmail.com

### **CARRER OBJECTS:**

To work in an organization where I can achieve my goals and see myself established in the work area.

### **PROFESSIONAL EXPERIENCE**

Company : **P & S associates**  
Designation : Office Staff (Accounts)  
Duration : 6 Months (From 4<sup>th</sup> April 2016 to 30<sup>th</sup> Sep 2016)  
Job Responsibility : Data Entry, Billing, Tally Entries, Bill submission to Govt. & Other Clients, etc.

Company : **Coordinate Techno Consultants**  
Designation : Junior Accountant.  
Duration : 8 Months (From 22<sup>nd</sup> Feb 2017 to 31<sup>st</sup> Oct 2017)  
Job Responsibility : Daily Banking works & maintains the records, Maintain Stock in Tally entry through Tally 7.2, Maintain Bills of clients, Making Work Order of Proposed Work for client, Collect Consultancy fees from Govt. Organizations & other clients etc.

Company : **Surya Enterprise**  
Designation : Accounts Executive.  
Duration : 2 Years (Apx) (From 8<sup>th</sup> Jan 2018 to 31<sup>st</sup> Dec 2019)  
Job Responsibility : Preparation Of Accounts, Managing the book keeping operations, assisting the accounts & audit Dept. etc.

### **TECHNICAL EXPERTISE**

Software installation, PC maintenance

Accounting Support.

### **TRAINING**

Completed Basic from CETA

Completed Business Accounting from ICWAI

### **INTERPERSONAL SKILLS**

Comprehensive problem solving and troubleshooting abilities

Hard Working and Honesty

**EDUCATIONAL QUALIFICATION :**

<b><u>Examination</u></b>	<b><u>Board / University</u></b>	<b><u>Year Of Passing</u></b>	<b><u>Marks</u></b>
M.Com (Firm Management)	Vidyasagar University	2015	40%
B.Com (Hons.)	Calcutta University	2012	46.75%

**PERSONAL DETAILS:**

**DATE OF BIRTH** : 13.02.1991  
**FATHER'S NAME** : Late Kajal Deb Roy  
**MOTHER'S NAME** : Debika Deb Roy  
**NATIONALITY** : Indian  
**RELIGION** : Hindu  
**CASTE** : General  
**GENDER** : Male  
**LANGUAGES KNOWN** : Bengali, Hindi & English

**PERMANENT ADDRESS** : 1, Kali Charan Ghosh Road,  
Deshapriya Nagar Colony,  
P.S.:Baranagar  
North 24 Parganas (Sinthee More)  
West Bengal-700050

**DECLARATION**

I have Strong work ethic & committed to highest levels of professional & personal excellence. I, Koushik Deb Roy, hereby declare that the informations furnished above are true & genuine to the best of my Knowledge.

**Date:**  
**Place:**

**Signature**

**(Koushik Deb Roy)**