**RESUME**

**GOBINDA BHANDARY**

Jemari, P.O- Basudevpur (Jemari)

Pin Code-713335

Contact No-9635132951

E-mail:gobinda.bhandary@rediffmail.com

**OBJECTIVE**:

To work in an organization where I am able to contribute the organization’s growth and profitability with my skills and in turn get an opportunity to gain exposure and expertise that would help me to build a promising and successful career.

**Job Profile:**

* Reconciliation Of Accounts
* To handle matters relating Pf Esi, Tax Company Laws like TDs, Vat etc.
* To handle cash and all type of vendor payment
* Daily sales report, stock report, Banking work

**PROFESSIONAL QUALIFICATION:**

* Completed Industrial Accountant course from the Institute Of Computer Accountant(**ICA**)
* Tax
* Advanced Account
* Tally 9.0
* Typing Speed(25 W.P.M)
* Manual type, Steno
* Fundamentals

**STRENGTH:**

* Good communications skills
* Confident
* Punctual
* Good Interaction with people.

**EXPERIENCE:**

1. Worked in School Service Commission As a data Entry operator from September 2007 To Feb2008.
2. Worked in New Ganesh Agency (Channel partner of Bharti Airtel Ltd) As an Senior accountant.From 2008 to August 2009.
3. Presently working in Mukherjee & Co As an Accountant From September 2009.

**Personal Information:**

Fathers Name : Ramkrishna Bhandary

D.O.B : 05-01-1983

Qualification : Graduation

Sex : Male

Material status : Unmarried

Nationality : Indian

Religion Hindu

Language Known : English, Bengali, Hindi

Hobbies : Reading Books, playing Cricket

Declaration : I do hereby solemnly declare that all the above mentioned information’s are true to my knowledge and belief.

 Date-25.09.11

|  |
| --- |
| Signature |

 Place - Jemari