

## Curriculum Vitae

**PRIYANKA PATWA**

Jr. Accountant.

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### OBJECTIVE

To enhance my skills, capability & knowledge in an organization which recognizes the value of hard work and trusts me with the responsibilities, challenges and also improve to myself in the different types of challenging situations .

### WORK EXPERIENCE

- **Assistant Accountant at Samriddhi Industrial Products Pvt Ltd** from 1<sup>st</sup> December 2024 to till now.
- **Teacher ( Tally/ GST)at Infonic training institute** from (1<sup>st</sup> October 2023 to 30<sup>th</sup> November 2024)

### RESPONSIBILITIES

- E invoice Entry.
- E-way bill Entry.
- Transportation entry (Checking PAN from Portal online Validation )
- Data Entry/Telly Entry.
- Maintaining all Documentation Work.
- Issuing Debit/Credit Note.
- Money transection Entry with the Statements with respective Bank.

### EDUCATIONAL QUALIFICATION

Course	Stream	Institution	Board/ University	Percentage	Year of passing
BCOM	ACCOUNTS (HONS)	BANWARILAL BHALOTIYA COLLEGE	KNU UNIVERSITY	1 <sup>st</sup> Year (70.75%)	2023
				2 <sup>nd</sup> Year (74.05%)	
				3 <sup>rd</sup> Year (70.78%)	
INTERMEDIATE	COMMERCE	ST. MARY GORETTI GIRLS H.S SCHOOL	W.B.C.H.S.E	67.06%	2020
MADHYAMIK	ALL SUBJECT	ST. MARY GORETTI GIRLS H.S SCHOOL	W.B.B.S.E	61.00%	2018
CMA	COMMERCE (foundation)	THE INSTITUTE OF COST ACCOUNTANTS OF INDIA- ASANSIOL CHAPTER	GOVERNMENT OF INDIA	55%	DECEMBER, 2021

## COMPUTER KNOWLADGE

- BASIC COMPUTER KNOWLADGE.
- TALLY KNOWLADGE
- MS. OFFICE ( MS WORD/ MS EXCEL/ MS POWER POINT)
- E- FILLING TRAINING
- SAP FINANCE &CONTROLLING (FI-CO) USER COURSE

## PERSONAL TRAITS

- Ability to rapidly build relationship & Trust.
- Confident & Optimistic.
- Hard Working
- Focused & Determined Mind.

## PERSONAL INFORMATION

- Visiting New Places.
- Video Making & Editing.
- Listening Music.

## PERSONAL INFORMATION

- Father's Name : Mr. Jitendra Kumar Patwa.
- Mother's Name : Mrs Bobby Patwa
- Permanent address : Narsingh Bandh Mallick Para, Near Balaji Dham  
District :- Paschim Burdwan, West Bengal PIN- 713325
- Date of Birth : 12<sup>th</sup> February 2002
- Marital Status : Married
- Language Known : English, Hindi, Bengali

**Declaration:** I hereby declare that the information furnished above is true to the best of my knowledge.

*Priyanka Patwa*

(Signature of Student)

