



PRAKASH ROY

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PERSONAL STATEMENT

I am 22 and a hardworking person. My focus and goal is to work at a place where I can show my true potential and abilities. I can handle responsibilities to the best of my abilities and completes the tasks I take.

EDUCATIONAL QUALIFICATION

- ⊗ **B. Com | Result Is Yet To Be Published**
 - Michael Madhusudan Memorial College | Under K.N.U
- ⊗ **Higher Secondary (Commerce) | 74.40 %**
 - Durgapur Taraknath High School | Under W.B.C.H.S.E
- ⊗ **Madhyamik | 54 %**
 - Sagarbhangha High School | Under W.B.B.S.E

OTHER QUALIFICATIONS / SKILLS

Qualifications

- Diploma in Financial Accounting System
- Certified Industrial Accountant with Tally.ERP9
- GST Specialist
- ITES from WBVET

Skills

- Knowledge in MS Office Package
- Knowledge in Tally.ERP9 and GST
- Efficient in Google Cloud Office Package
- Website designing, Digital marketing, Graphics Designing

Languages Known

- **Bengali** (First Language)
- **English** (Fluent in both Speaking & Writing)
- **Hindi** (Fluent in Speaking Intermediate in writing)

WORK EXPERIENCE

- **PMKVY Durgapur (2019 Dec. – Present)**
 - **Position : Digital & Soft Skills Trainer**
 - **Job Role : Teaching students in batches the followings –**
 - Basic Computer
 - Tally.ERP9 & GST
 - Microsoft Office Package
 - Website & Graphics Designing
 - Spoken English
- **Dateline Communications Pvt. Ltd. (2019 Aug. – 2019 Nov.)**
 - **Position : Assistant Accountant**
- **Rhobos IT Solutions (2017 Dec. – 2018 Oct.)**
 - **Position : Business Development Executive**
 - **Promoted : Team Leader**

All the above stated information are true to the best of my knowledge and belief and can be produced whenever necessary. I will prove my ability at my best and will fulfil my responsibility as much as I can.

Dated :

Prakash Roy