

:: CURRICULUM VITAE ::

PERSONAL DATA:

Last Name : **DEY**
First Name : **JAYDEB**
Middle Name / Other Names : **JAY**

PRESENT ADDRESS:

Chandan Nagar, Hooghly. PIN-712138

PERMANENT ADDRESS:

Memari, Burdwan. PIN-713151

Mobile: 9775323833

Email 1: rajivdey7891@gmail.com : **Email 2:** bapidey2003@yahoo.co.in

Marital Status : Married
Date of Birth : 04/JANUARY/1974
Gender : Male
Country of Origin : India
Present Nationality : Indian
Languages and Fluency Level : English, Bengali, Hindi

EDUCATION:

B.Com :- Burdwan University in the year 1994

Higher Secondary :- Rasulpur B.M. High School in the year 1992

Secondary : - Rasulpur B.M. High School in the year 1990

WORK HISTORY:

- **R. S. ASSOCIATES**
127, N.S.Road, Kolkata – 01
as an Accountant From May'95 to January'99
 - **SHRI RAM TEA CO. PVT. LTD.**
24, R.N. Mukherjee Road, Kolkata –01
As Chief Accountant From April-1999 to 30th Sept 2023
 - **ANUPRERNA ARTISAN ALLIANCE PVT. LTD.**
Alipur, Debipur R.S., Burdwan – 713146 From Sept 2023 to till date.
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TRAINING AND PROFESSIONAL DEVELOPMENT:

Computer Accounts:

From **“The Institute of Computer Accountants”**

27A, Netaji Subhash Road, Kolkata – 700 001.

MS Office : Skilled in Word & Excel

Financial Accounting : Tally ERP-9, Tally Prime, ZOHO

Internet : All Over

Type of Works Known:

Accounts Finalization (P/L, B/S), Net Banking
(Fund Transfer, RTGS, NEFT, Online Transfer etc.)
Bank Reconciliation, T.D.S, Goods and Services Tax,
Professional Tax, Preparing Fortnightly statement,
Cash inflow-outflow statement, Banking Papers,
Debtors & Creditors report & reconciliation, E-Invoicing
Maintain cash transaction.

(Typing Speed 40+ W.P.M)

(27 YEARS OF EXPERIENCE IN ACCOUNTS)

Place: Kolkata

Date: 03-01-2026

Sign:

(JAYDEB DEY)