

TRIPARNA KOLEY

Howrah, West Bengal

Email ID: triparnakoley@gmail.com **Mobile:** 9830746466

DOB: 24TH JUNE 1993 **NATIONALITY:** INDIAN **RELIGION:** HINDU



CAREER OBJECTIVE

Seeking a challenging opportunity to make a positive impact in the field of my activity, putting all my efforts to the work assigned to me where I can grow along with the organization.

PROFILE

- Experienced in **Financial Accounting & Taxation.**
- Proficient in **E-Filing of Income Tax, TDS, Service Tax, GST, Bill/Voucher Payments, Preparing B/Sheet & P/L A/c, Other Accounting** related matters.

SKILLS

- Well versed with **Microsoft Office Tools**, usage of Internet.
 - Knowledge in **TALLY ERP v.9**
 - Typing Speed **39 WPM.**
-

WORK EXPERIENCE

November 2015 -- June 2018 **ACCOUNTS EXECUTIVE** at Koley Converting Machinery Pvt. Ltd

STRENGTHS

- Easy going with strong sense of responsibility.
 - Excellent communication with motivational skills.
-

ACADEMIC QUALIFICATIONS

2012-2015	West Bengal University of Technology, West Bengal BBA(H) from Seacom Management College with 76.4%
2011-2012	Indian School Certificate Examinations, New Delhi Commerce from St. Thomas High School with 73%
2008-2009	Indian Certificate of Secondary Education, New Delhi Maria's Day School with 65%

CERTIFICATION

- **Diploma in Financial Accounting** from WEBEL Computer Training Centre.
 - **Certified in Rabindra Sangeet** till 5th Year from Prayag Sangeet Samity, Allahabad.
-

HOBBIES & INTEREST

I immerse myself in Singing Songs, Cooking, Doing Innovative Craft Works and Stitching.

DECLARATION

I hereby declare that the information furnished above are true to all aspects and I will bear the consequences for not being the same.