

Sweta Majumder

ACCOUNTANT & BACK OFFICE EXECUTIVE

Technologically savvy and goal oriented Administrative Assistant with a history of accurately and efficiently supporting accounting activities along with presenting cost control ,providing financial reports to priotizing and completing tasks.



✉ sweta.sweta.majumder@gmail.com

📞 8927489306

📍 JOY MATA DI APARTMENT, SILICATE FACTORY ROAD,
MURGASOL, ASANSOL, INDIA

WORK EXPERIENCE

Accountant CITY BOOKS

02/2016 - 02/2018

ASANSOL

An associated under Chartered Account CONTRACTUAL BASIS

03/2018 - 09/2019

ASANSOL

Accountant & Back Office Executive N.D PANSERIA

10/2019 - 04/2020

ASANSOL

COOKING STARTUP SAMPURNA

06/2020 - 04/2021

ASANSOL

Sale Executive ICICI Bank

05/2021 - 05/2022

Ukhra, Asansol

EDUCATION

Graduation in Commerce The Burdwan University

2012

40%

Higher Secondary W.B.B.H.S

2009

55%

Courses

- COMMERCE

Madhyamik W.B.B.S.E

2007

60%

SKILLS

TALLY

MS WORD

INTERNET SURFING

GST

BASIC COMPUTER

ADVANCED MS EXCEL

OTHERS QUALIFICATION

Diploma Course in Computer Application.

MS Office

Tally ERP-9

Busy Accounting Software

Marg Accounting Software

AREAS OF EXPERTISE

GROWTH EXPANSION STRATEGIES

COST REDUCTION STRATEGIES

PUBLIC ACCOUNTING

PAYROLL TAX ACCOUNTING

FINANCIAL PLANNING

LANGUAGES

ENGLISH

Full Professional Proficiency

BENGALI

Full Professional Proficiency

HINDI

Full Professional Proficiency

INTERESTS

TRAVELLING

MAKING FRIENDS

READING

YOGA

COOKING

MUSIC

DANCE

LEARNING NEW THINGS