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|   | 7, SANTOSH ROY ROADBARISHAKOLKATA- 700008Phone: +91 8013387499E-mail-duttadipanjali17@gmail.com |

DIPANJALI DUTTA

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| Objective | Looking for the greatest opportunity to work with honesty and dignity as an advocate for a reputed company. Seeking a position to utilize my skills and abilities in an organization that offers professional growth. It should also provide me with an environment to acquire knowledge and recognition. |
| Working Skills | • Well acquainted with Windows, and Microsoft Office.• CFA course (Tally ERP and Fact ERP).• Taxation, e-filling etc.• Daily bookkeeping, accounting records, expense reports, BRS.• Expert in spreadsheet handling in Microsoft Excel• Submitting e-tenders in government sites.• Deed preparation, assisting senior advocate in preparation of case filing• Income tax filing, income tax related discrepancy solution from advocate.• Assisting senior advocate regarding civil related cases in Alipore Judges  Court. |
| Skills | • Have sense of ethics. • Ability to produce successful results. • Good communication skills and personality. • Willingness to take added responsibility.• Take Positive Decisions at Appropriate Time. |
| Work Experience | Company: FastInfo Legal Services Private LimitedDuration: April 2024-still workingRole: Legal ConsultantResponsibilities:• Dealing with the clients in the front line.• Understanding the relevant cases.• Preparing the documents for the case.• Drafting the Legal Notice.• Filing complaints in the Government cyber crime portal. • Guiding the clients with the petition process in the consumer court.Company: SISIR KUMAR BASAKDuration: May 2022-April 2024Role: Junior Advocate and accountantResponsibilities:• Deed preparation of different civil cases under senior advocate• Filing income tax returns of clients• Submitting monthly GST returns of clients • Preparation of law related case files under senior lawyer.• Posting in Tally ERP9, income tax filing, GST Return submission.• Assisting senior advocate by writing documents/letters in resolutions of  income tax related issues in the income tax portal.• Visiting tribunals to attend income tax related fast track cases with the  senior advocate. Company: M/S P & D ENTERPRISE Gov. Regd. Civil ContractorDuration: September 2016 – still workingRole: AccountantResponsibilities:• Prepares journal entries and posts in ledgers.• Develops spreadsheets for account analysis and journal entries in order to keep records.• Performs routine data entry, filing, and maintenance• Prepare and submit On-line Tender at Government designated websites.• Assists in balancing general or subsidiary ledgers to the auditors.Company: Cognizant Technology SolutionsDuration: Dec 2013- Aug 2016Role: Test Analyst Responsibilities:• Working as a test analyst • Performing functional testing of PPM, AWD, CSC, LifePRO and WLTC application.• Testing the various critical parts of the application• Raising defects in HP ALM and HP QC.• Retesting the defects and closing them after client’s review. |
| Trainings undertakenEducation details | ● Training attended in English Communication and Basic Corporate Etiquette under affirmative action by at TCS-BPO (2012)● PGDCFA course from Jadavpur University under Brainware Computer Academy. (2013)● Took training under senior lawyer in Alipore Judges court.● Advocate License under All India Bar Council.● LL.B graduate from UTKAL University, Dhenkanal Law College,  Odissa with 1st class. |
|  ● PGDBA in finance from Symbiosis Centre for  Distance Learning with 1st class ● B.Com (Hons.) With Second Class (55%) from  Calcutta University, Kolkata, West Bengal (2013).  (Vivekananda College, Thakurpukur) ● XII in 2010 from ISC board – (G.D. Birla Centre for  Education) ● X in 2008 from ICSE board (G.D. Birla Centre for Education) |
| Achievements | Won 1st prize in inter-house music competition in school. |
| Interests and activities | Listening Music, Playing Synthesizer and singing songs. |
| Extracurricular activities | • Stage programs under the School “Geetikunja”.• Performed with Manoj Murali Nair at Shantiniketan in the month of December 2012 |
| Personal details | Name: DIPANJALI DUTTA.Fathers Name: Tarun Kumar Dutta.Date of Birth: 14 th August, 1991.Permanent Address: 7, Santosh Roy Road, Barisha  Kolkata-700008.Contact No: +918013387499.E-Mail ID: duttadipanjali17@GMAIL.comSex: Female.Marital Status: SINGLE.Nationality: Indian.Religions: Hinduism.Category: General.Language Known: Bengali, Hindi & English |

**Declaration:**

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

**Date:**

**Place: Kolkata**

**(DIPANJALI DUTTA)**