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|  | 7, SANTOSH ROY ROAD  BARISHA  KOLKATA- 700008  Phone: +91 8013387499  E-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 Limited  Duration: April 2024-still working  Role: Legal Consultant  Responsibilities:  • 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 BASAK  Duration: May 2022-April 2024  Role: Junior Advocate and accountant  Responsibilities:  • 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 Contractor  Duration: September 2016 – still working  Role: Accountant  Responsibilities:  • 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 Solutions  Duration: Dec 2013- Aug 2016  Role: 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 undertaken  Education 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.com  Sex: 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)**