

CURRICULUM VITAE

MINSHU SHAW
8, BELIAGHATA ROAD
KOLKATA-700015
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Career Objective

To build career in a growing organization, where I can get the opportunity to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

Qualification

Qualification	Board/University	Year	Percentage
LL . B	Bardhman University	2024	6.93(CGPA)
M.COM	IGNOU	2020	66%
B.com(H)	Calcutta University	2016	48%
12 th	West Bengal Council of Higher Secondary Education	2011	76%
10 th	West Bengal Board of Secondary Education	2009	57%

Internship/Workshop

- ALLIANCE EARTHMOVER as Account executive
- MYPA as Account executive

Work Experience

- ALLIANCE EARTHMOVERS
(Account Executive)
(July 2019 to March 2020)
Achievement /Task
 - || Collected and analyzed client's data and financial transactions
 - || Maintained financial records
 - || Produce P& L Statement and other financial reports

- || Prepared month end balance sheet statement
 - || Prepared E-Way bill and delivery notes
- MYPA CONSULTANT(Ganesh Chandra Avenue)
(Account Executive)
(SEPT 2020 to MAR 2021)
Achievement/Task
 - || Analyzed Balance sheet accounts and posted monthly journal entries
 - || Performed Monthly Bank reconciliations
 - || **GST FILLING (GSTR-1, GSTR-3B)**
 - || Performed task on Hyperlink and Google sheet
 - || Prepared E-Way bill and delivery notes
 - || **TDS WORK FIELD (FILLING, RECTIFICATION OF ERROR)**

Other Qualification

- Knowledge of Computer. (Excel, word, etc.)
- Knowledge of TALLY (DIPLOMA IN FINANCIAL ACCOUNTING)
- Knowledge of Advance Tally
- Knowledge of SAP

Personal Skills

- Honest
- Team spirit
- Accepting challenges
- Hardworking

Personal Profile

- Father's name : Sri Bindeshwari Shaw
 - Mother's name : Lalpati Devi
 - Date of Birth : 01-09-1994
 - Gender : Female
 - Marital Status : Unmarried
 - Language Known : Hindi & English
 - Nationality : Indian
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Declaration

I declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place: KOLKATA

MINSHU SHAW