

RESUME



Hemant Das

Basant Kunj

New Delhi - 110070

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Career Objective:

I am looking for a career which will provide me with an opportunity with an organization where I can continue to learn and sharpen my skills while adding value to the organization towards its growth. The ideal profile will help me to leverage my educational background in Accounting/ Audit/ Taxation/ Finance and develop strong analytical skills, flexibility and effective team work abilities.

Educational Qualifications:

Course	University/Board	Passing Year	Percentage
CMA Intermediate (Group-2)	The Institute of Cost Accountants of India	2023	53%
CMA Intermediate (Group-1)	The Institute of Cost Accountants of India	2021	51%
B.Com	Bhadrak Autonomous College, Bhadrak, Odisha	2020	57.13 %
Class XII (CHSE)	Bhadrak Junior College, Bhadrak, Odisha	2017	62 %
Class X(BSE)	Bilana Sahayoga High School, Bhadrak, Odisha	2015	69 %

Technical Skills:

- Basic Computer application. (MS Office like excel, word etc.)
- Ample knowledge of Tally
- TDS, Income Tax, GST, Audit, Accounts
- Hard Work, Leadership, Problem Solver
- Manage the stressed condition.

Hobbies:

- Reading books
- Watching podcast
- Playing Cricket

Experience:

Articled Assistant Rn Sha & Co Bhubaneswar (May 2023 - February 2024)

- ❖ Prepared, Reconciled and filed TDS/TCS Returns & Correction relating to TDS on salary (Form 24Q), TDS on non-salary (Form 26Q) and TCS (Form 26EC)
- ❖ Prepared book of accounts & financial statement of various sole proprietors
- ❖ Ensured compliance relating to GSTR-1, 3B, 2A & GSTR-6
- ❖ Conducted Stock Audit of Ruchi Food line

Accountant at Sri Sharada Institute of Indian Management Research Foundation (July 2024 – January 2025)

- ❖ Prepared GST Return filling (GSTR – 1 & GSTR – 3B)
- ❖ EPFO Return filling
- ❖ Accounting Entries in Tally

Personal Details:

Name: Hemant Das

Father Name: Niranjan Das

Mother Name: Gitanjali Das

Date of Birth: 06 Feb, 2000

Sex: Male

Nationality: Indian

Religion: Hindu

Languages known: English, Hindi, Odia

Declaration:

I hereby declare that all the information provided by me in this bio data is actual and correct To the best of my knowledge and belief.

Thank You.

Place: New Delhi

Date: 31.01.2025