**RESUME**

**Permanent Address**

**ARUN KUMAR BAIDYA**

**Vill – Krishnadevpur**

**P.O.+P.S – Mandir Bazar**

**Dist – 24 PGS (S)**

**Pin – 743394**

Mob. No. – 9932749210 /8296080960

E-Mail: baidyaarun85@gmail.com

**Objectives**

To mentor, lead and direct handling for adding value towards achievement of organizational Goals by being responsible, committed & passionate individual who will learn and grow in the process successfully.

**1st Work Experience**

* Worked as **PROJECT ACCOUNTANT in MASS EDUCATION**

(Port Blair Branch, Andaman)

* DEP: Tsunami Project.
* May 2005 to June 2007.

**2nd Work Experience**

* Worked as a **PROJECT ACCOUNTANT** **in MASS EDUCATION**

**(**Nellore Branch , Andhra Pradesh**)**

* DEP: Tsunami Project
* .July 2007 to March 2008.

**3rd Work Experience**

* Working as a **ACCOUNTANT in MULTI DYNAMIC TOURISM & ALLIED SERVICES PVT.LTD.,DEVELOPMENT TOURISM & PROPRITORSHIP BUSINESS**

(Mahamayatala , Garia Branch, West Bengal)

* DEP: Finalized Accounts/ I.Tax /Service Tax/TDS/ E-Filling
* April 2008 to October 2012.

**4rd Work Experience**

* Working as a **ASSIT. ACCOUNTANT in SUNDARBAN SOCIAL DEVELOPMENT CENTRE**

(Bijoyganj Bazar, South 24 parganas, West Bengal)

* DEP: Finalized Accounts/ I.Tax / TDS/ E-Filling
* November 2012 to Till date.

**Educational Qualification**

* Master Degree in Commerce from Calcutta University
* Bachelors Degree in Commerce from Calcutta University
* Higher Secondary from WB Council of Higher Secondary
* Secondary from WB Board

**Computer Proficiency**

* Operating System Windows, XP and well versed in MS Office , Tally, ERP- 9 & net surfing

**Achievements**

* Contribution in **Accounts as a Team Leader**
* Implementation of effective Staff Relationship Accounting System forachieving goal for Business retention & enhancement.
* Hobbies – Playing computer games, reading, Net surfing .

**Fields of Interest**

* Accounts
* Finance
* Support Functions

**Personal Details**

* Father’s Name : **Mahadeb Baidya**
* Date of Birth : October 10th 1975
* Languages Known : English, Bengali & Hindi.
* Martial Status : Marriage
* Nationality : Indian
* Sex : Male
* Religion : Hindu

**DATE:**

**(ARUN KUMAR BAIDYA)**

**SIGNATURE**

**PLACE:**Mandir Bazar