**CURRICULUM VITAE (CV)**



 PARVEJ SK

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| Personal Details  |
| Name - PARVEJ SK Nationality - Indian Father’s Name - ABDUL KHALEK Sex - MALEMother’s Name - AMINA BIBI Marital Status - Single Caste – GEN. EXTRA CASTE – PHYSICALY HANDICAPED (OH – 80%)Date Of Birth - 12th MAY 1996 Language Known – Bengali, Hindi, English Present Address - Village – BAKHARPUR, P.O – KHANDUA  P.S – LALGOLA, DIST – MURSHIDABAD  STATE – WEST BENGAL, PIN NO – 742148Email – Parvejsk9647@gmail.com Mob no. – 9647376047 8798003555  |

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| Academic Results  |
| EXAM | BOARD | YEAR OF PASSING | MARKS | PERCENTAGE | GRADE |
| M.P | W.B.B.S.E | 2012 | 432 | 62 % | A |

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| Computer and Technical Skill  |
| EXAM | BOARD | YEAR OF PASSING | MARKS | PERCENTAGE | GRADE |
| C.I.T.A | Y.C.T.C | 2012 | 162 (200) | 81 % | A |
| D.I.T.A | Y.C.T.C | 2013 | 180 (200) | 90 % |  A+ |
| C.F.A | N.Y.C.T.C | 2014 | 241 (300) | 80.33 % | A |

**Computer & Technical skill –**

 Certified from **THE INSTITUTE OF YOUTH COMPUTER TRAINING CENTRE, YCTC** Lalgola, Murshidabad.

* **Operating System: -** windows 7/8/10/2000, Vista
* **Microsoft office 2007 Professional.**
1. MICROSOFT EXCEL (Advance excel)
* Income Tax Calculation
* Knowledge of some other formulas like “COUNTIF” , “ROUND” , “INT” , “ROUNDDOWN” , “VLOOKUP”
1. Microsoft Word, Access, PowerPoint
* **Tally ERP 9.0. (Basic Knowledge)**
1. Accounting Entries.
2. Accounting with inventories.
3. VAT, CST, SERVICE TAX.
4. TDS.
5. POS invoice
6. Maintain Payroll.
* Single payroll
* More than one payroll
* **Internet knowledge.**
1. Knowledge browsing web pages.
2. Downloading and uploading files.
3. Online transactions.

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| Nil – job base experience. |

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| Declaration  |
| I hereby confirm that the above mentioned information is true. If given an opportunity to be a part of your esteemed concern; I will discharge my duties with sincerity and diligence.  |