



Your Name

Ripkit Lepcha

CONTACT

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0505513526

Gairi Gaon Samthar, Kalimpong, Samthar 734301

PERSONAL DETAIL

Date of Birth : 16/02/2001

Marital Status: single

Nationality: Indian

SKILL

: Financial reporting. : Created monthly financial statements. : Monitored academic, social and behavioral development. : Effective time management skills. : Ability to maintain & keep book accounts.:

OBJECTIVE

Seeking job opportunities as an accountant with a progressive organization where I can utilize my skills & contribute to the growth of the organization.

EXPERIENCE

01/04/2023 : 31/03/2024

Lake view point home stay

Junior Accountants Assistant

Sound knowledge of accounting & accounting information systems. Recorded financial transactions, journal entries and perform reconciliation. Assisted in preparing financial statements, including balance sheets and income statement. Ability to prepare account, tax return & financial report. Conducted bank and account reconciliation to ensure accuracy.

16/02/2017 : 13/12/2024

Csc bal vidyalaya school Samthar

Teaching & Receptionist

Front desk receptionist. Communication skills. Customer service skills. teaching student from nursery to four. Preparing lesson plans and course material for the students. Organizing competition and trips for the students. Organizing the monthly parents meeting.

EDUCATION

2022 :

Siliguri College Of Commerce

B.COM Hons.

2019 :

Krishnamaya Memorial Nepali School

Higher Secondary Education

ACHIEVEMENT

NCC Certificate

Diploma Computer in Application

Inter college drills competition

LANGUAGES

English

Hindi

Nepali

INTERESTS

Dancing, cooking, singing

ADDITIONAL INFORMATION

PASSPORT Details : Passport No. : C3862672 Nationality. : Indian
Data of issue : 25/10/2024 Date of expiry : 14/10/2034