

## **ABHIJIT SARDAR**

**Permanent Address: AG-328, Krishnapur Sardar para,  
Kolkata – 700102**

**ContactNo. : (+91)8013111762/8777511306**

**Email : abhip92857@gmail.com**

### **Career Objective:**

To make optimum utilization of my knowledge & skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for betterment of the organization and self.

### **WorkingExperience:**

❖ **Company Name: ARCHEES CREATION PVT.LTD.**

❖ **Address: FB-69,NARAYANTALABAGUIATI,KOLKATA-700059**

**Designation: Junior Accountant**

### **Role & Responsibilities:**

1. Posting and processing journal entries to ensure all business transactions are recorded.
2. Receipts and payments Entries.
3. Monthly wise Bank Reconciliation Statements.
4. Updating accounts receivable and issue invoices.
5. Updating Sales and Purchase entries.
6. Calculation of Tax , TDS & GST.
7. All Return Files are submitting on portal.
8. All entries done by Tally Prime Software .
9. Generating E-Way Bill for Outward and Inward supplies.

**Tenure: From December,2021 to till Now**

❖ **Company Name: HOUSE OF SL (SREELEATHERS LTD.)**

❖ **Address: 178, Rasbehari Avenue, Kolkata-700029**

**Designation : Head Cashier**

**Role & Responsibilities :**

1. Cash handling.
2. Manage all cashier department.
3. Sales entries.
4. Purchase Entries.

**Tenure: From October 2017 to April 2021**

**Educational Qualification:**

<b><u>Sl No</u></b>	<b><u>Name of Examination</u></b>	<b><u>Board/University</u></b>
<b><u>1.</u></b>	<b><u>B.Com(GEN.)</u></b>	<b><u>Calcutta University</u></b>
<b><u>2.</u></b>	<b><u>Higher Secondary</u></b>	<b><u>W.B.C.H.S.E.</u></b>
<b><u>3.</u></b>	<b><u>Secondary</u></b>	<b><u>W.B.C.S.E.</u></b>

**Professional Qualification:**

<b><u>Institute</u></b>	<b><u>Course</u></b>	<b><u>Status</u></b>
<b><u>HI-TECH</u></b>	<b><u>F.A. (FINANCIAL ACCOUNTING/TALLY ERP.9/Tally Prime)</u></b>	<b><u>Pursing.</u></b>

**Key Skills:**

**Business**

**AccountingTally-**

**ERP-9/Tally Prime**

**Calculation of Direct Tax ,TDS&GST,**

**Bank Reconciliation Statements,**

**MS-Office Package[MS-Word, MS-Excel, MS-**

**PowerPoint]Drafting of Businesses-Mail**

**Personal Details:**

**D.O.B :17/08/1994**

**Hobbies & Interests :Gardening , Watching T.V Series, listening music.**

**Languages Known :English & Hindi [Read, Write & Speak], Bengali**

**[Speak ,Read& Write]**

**Father's Name : Suranjan Sardar**

**Declaration: I hereby declare that all the information furnished above is true.**

**Place: Kolkata**

**Signature:**

**Date:**

