

Correspondence Address:
Wireless para.
(Near Yabuk Brinda Club)
P.O - Nona chandan pukur.
Barrackpore.
Kolkata-700122
Contact No.8240050427

RESUME
OF
SUJOY CHAKRABORTY.



[Email:sujoykolkata2112@gmail.com](mailto:sujoykolkata2112@gmail.com)

Career Objective:

I want to be one of the best employees of the organization through my hard work, loyalty, sincerity & dedication.

Experience:

Working from 23rd March, 2022 to till date.

✚ **“Indicon Westfalia Ltd”**

✚ As a Senior Account:

- Prepare GST reconciliation calculation, TDS calculation, PF, ESI & P.tax calculation.
- All tax working on excel report through mail submit to auditor.
- Financial analyst creditor payment planning every month.
- Sales, purchase, bank & cash book reconciliation every month.

Working from 19th April, 2018 to 31st July, 2021 date.

✚ **“Exotic Fashions pvt Ltd”**

✚ As a Account Manager:

- Office Administration work.
- Prepare Bank reconciliation statement
- Prepare stock statement and submit to Bank.
- Prepare GST calculation , TDS calculation , P.tax calculation , PF & ESI calculation report through mail submit to CA office.

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- Calculation all tax working on excel, Tally ERP-9.
 - Online NEFT & RTGS payment of government department, suppliers & staff salary.
 - Prepare GST refund calculation and submit to CA office through mail.
 - Prepare unchage foreign exchange, quarterly sales report & Sunday creditors report submit to Bank.
 - Reconciliation all purchase, sales, packing credit etc.

Working from 1st January, 2016 to 31st March 2018
(As Accountant different types of company Contract basis)

Working from 1st November, 2014 to 31 December, 2015 :

 **“Patra and Associates”**

✚ As a Assistant Accountant:

- Prepare Balance sheet in excel.
- Prepare income tax computation in excel.
- Prepare Vat return, CST return, TDS, P.tax, Service tax, Income tax E-Filing.
- Calculation all tax working on excel, Tally ERP-9.
- Online payment of tax department.

Working from 1st May, 2012 to 31st October, 2014 :-

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[Email:sujoykolkata2112@gmail.com](mailto:sujoykolkata2112@gmail.com)

Blue & Blues Fashions India Ltd.” (Unique Group)

† As an Junior Accountant:

- Accessing Director’ s and merchandiser’ s mails.
- Tracking mails received by the Director and other merchandisers.
- Costing entry working on ICS.
- Regularly following up pending works of the orders received.
- Regularly following up stock maintain.
- Checking status in ICS and keeping reports.
- Purchase order, purchase entry.
- Preparing indent and invoice all branch.
- Stock transfer to other state to our branch.
- Daily and month wise sales report update our business partner.
- Yearly sales report updates our local branch.
- Keeping records of couriers sent and following up if necessary.
- Checking and receiving complete bills from the suppliers.
- Distributing cheques to the suppliers.

- Maintaining Challan file.
- Purchases, sales and cashbook entry.
- Waybill preparation part-1 & part-2.
- Monthly end tax calculation.
- Online customer order following up.
- Bank Reconciliation System entry.
- Working on ERP.
- Maintaining canteen records.

Academic Qualification:

- I have completed an extensive course of Diploma Financial Industrial Accountant.
- Information Technology from NIIT.(Linux, C++, Java & HTML)
- Knowledge of Basic Computers • (MS Excel, MS Word , Power Point, Internet)
- Completed graduation in **B.COM** under C.U in the year 2006.
- Completed **H.S** examination under W.B.C.H.S.E in the year 2003.
- Completed **Madhyamik** examination under W.B.B.S.E in the year2001.

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RESUME
OF
SUJOY CHAKRABORTY.



Personal Details:

Date of Birth: 21st December, 1984.

Father' s name: Jitendra nath chakraborty.

Marital Status: unmarried.

Nationality: Indian.

Religion: Hindu.

Hobby: Listening to music, making friends.

Strengths: I have no hesitation to accept my faults if I realize myself guilty and I am always ready to learn from my failures.

DECLARATION

I hereby declare that all the information furnished above is true, correct and complete to the best of my knowledge and belief.

DATE:

PLACE: Barrackpore

(signature of Candidate)