

SOUVIK LAHIRI

Address:

Flat A-22 Tolly Apartment
49/49 P.G.M.Shah Rd,
Golf gardens,
Kolkata -700033

Mobile No : Since am Hearing impairment will not be able to talk in mobile as android mobile doesn't support the hearing device Plz whatsapp /SMS only on 9830113410

Video call

Skype id : shouviklahiri@hotmail.com

Zoom meet id:

Shouvik.lahiri@gmail.com

E-Mail:

shouviklahiri@hotmail.com

shouvik.lahiri@gmail.com

Salary:

Present CTC :216000/-

Expected CTC :300000/- (can be discuss in face to face

During interview time/ Negotiable).

Past Salary : 18k

Expected salary : NEGOTABLE

Notice Period : Immediate Joining

Personal Details

Sex: Male

Marital Status: Marriage

D.O.B 06-11-72

Preferences

Present Location: Kolkata

Can relocated if required

Personal Skills:

Had Knowledge in advance excel,Tally,erp9,MIS purchase entry , sale entry , ledger entry, General Accounting, , vendor payment ,Statutory compliance, Pf withdrawal claim settlement , Esic, advance excel

Objective

Despite being hearing impairment am looking forward for a challenging and suitable assignment which gives career satisfaction, & Learning Process & growth and thus play a modest role for the betterment of the Organization. Interaction with fellow person in work place will not pose any problem for me..

Employment History:

Total work experience : 15yrs

Relevant Exp :

Back Office Exp 7yrs (Ms Word, Pivotal table with slicer ,Vlookup, Hlookup ,PowerPoint presentation, Ms Access)

Account & MIS :8yrs (Daily report on head count of staff and PF and ESIC count monthly wise, Pf withdrawal , Update database in esic portal ,statutory Compliance work, Document collect and update the data , grievance handling of employee (Pf & Esic), Data entry in Tally Erp 9(Purchase and sale entry, ledger entry , GST knowledge, banking knowledge(Net Banking & cheque issue), Billing & Inward & Outward Invoice preparation

Educational Qualification:

Bachelor Of commerce(B.Com)(H)

University of Magadh

Year of passing: 1998 Percentage 59%

Master of commerce (C.A)

Annamalai university

Year of Passing: 2005 Percentage 54%

Diploma qualification

Diploma Industrial Certify Account - Tally erp 9 with GST TDS from ICA 74%

Diploma in Advance Excel(NIIT) 79%

Diploma in Desktop publishing(ITI) 74% (O level)

Diploma in computer science(IIS InfoTech) 71.75%

Present Employer Details:

Was pursuing Certify Accountant for GST and GST return and Income Tax Course and completed the same by Feb 2020 and loss the part time job in the same year which mention below

Work as Previous Company

**M/S Greenland tea company Pvt ltd
(December 2022 to September 2023)**

Looking after BRS,

update the payment voucher,

gst entry of purchase and sale of tea

manual entry of bank in book

scanning of the document and sending to the auditors ,statutory compliance, pf withdrawal claim and settlement and death claim ,pf challan , esic challan and upload new candidates in esic portal ,

Hearing Disability: Since am Hearing Impairment person will not be able hear with mobile. But interactions with fellow person in workplace will not be the problem
Having physical disability in hearing (Partial) and had no problem in working with team. Despites physical disability had excellent interpersonal skills and the ability to work in a team spirit
Since am Hearing Impairment will not be able hear with mobile

Language know:
English, Hindi, Bengali

M/s CYNET Pvt Ltd

November 2018 to January 2020 (Kolkata)(Part time)

Lost this job due to covid19 as company close down
Was working as part time as back office from look after advance excel, MIS ,Pivot table report preparing for Manager Account, Invoice preparing and payment through the online
Liaising with internal/external agencies for smooth functioning of statutory and compliance documentation and filing (both physical and digital)

M/S Systemnet India Pvt Ltd (KOLKATA)

From Dec 2017 to September 2018

Work as part time as Accountant in looking after MIS Reporting and Tally entry, daily report to HRD Department., Online payment against the invoice preparing and same update in Tally and vendor payment also done and update the same in database , Liaising with internal/external agencies for smooth functioning of statutory and compliance documentation and filing (both physical and digital)

M/S CIS Group

(06 June 2017 to 12 November 2017)

Senior Executive HRSS

Role – Tally entry (Purchase, sale, journal)and cheque payment Prepare MIS reporting for the Daily report (PF /ESIC/ Other department) to account manager, PF,ESIC, P.Tax challan prepare and looking after Hr other activities , File maintaining and database also. Invoice Preparing and update in tally and payment to vendor and salary payment through Online banking apart from that Follow best practices and standard guidelines for document storage, sharing, transmission and archival to ensure compliance and security of documents

Prepare/Record changes to official documents, confirm changes with legal

Produce reports, presentations, and briefs for the team, Liaising with internal/external agencies for smooth functioning of statutory and compliance documentation and filing (both physical and digital)

2coms Consulting Pvt Ltd (Kolkata)

(13 August 2013 to 28 February 2017)

Working as Present : Senior Executive-Support Compliance and hrss

Role Tally erp entry, Statutory compliance of PF, ESIC,PTAX, LWF

Claim settlement and death settlement due and upload csv and prepare challan of pf and esic and new candidates upload in esic and esic challan preparation, advance excel (Vlookup, hlookup, sumif, mod, countif)

Previous post held : Executive- Support

Prepare New Candidates registration online portal for ESIC for client payroll staff .and prepare MIS data for monthly wise to account manager

Apart from this work looking after design work related to image editing, retouching, and editing using Photoshop, Developed brochures design using PowerPoint, Visiting card make for company Staff.

Back end Job for inter department.

Processing Pension claim , sending the Pension form to Pension office after approval and signature ,Payment to vendor and online payment to other party for payment to office matter and maintain the petty cash

Cygnus Advertising Pvt Ltd(Kolkata)

Jan 2013 to July 2013)(Contract term)

Work as DTP (on Contract basic)

Role – Prepare MIS reporting for the Daily report and update in excel data
Follow best practices and standard guidelines for document storage, sharing, transmission and archival to ensure compliance and security of documents

Prepare/Record changes to official documents, confirm changes with legal
Produce reports, presentations, and briefs for the leadership team

M/s Quantilas Consolium Pvt Ltd

(Kolkata)(A division of G.S Software Pvt Ltd)

(Client was Geological survey of India, for uploading in website of the (GIS), reporting to Project Manager

Duration : 5 Jan 2012 up to 15 Dec 2012

Working as Back office Executive

Data entry in tally daily(Purchase, sale, cash journal, ledger entry

payment to vendor and invoice preparing and visit to client for collection of payment due from them

Prepare MIS reporting for the Daily report

formatting and editing in Ms word converting xml format

Report prepare day to day work in excel to Project Manager

M/s GSP Pvt Ltd (Kolkata)

From June 2007 – May 2009

Work as Back Executive

Role- Was work in for the small Garment firm in Kolkata as a Back office executive cum Dtp operator using PageMaker and CorelDraw and some back office work in ms Excel, word , MIS report daily basic. Accounting work like journal entry, petty cash payment and entry of purchase , sale and basic administration work

M/s Creative Pvt Ltd (Kolkata)

Duration – Sept 2005 till 2007 may

Designation – DEO(Back Office)

Roles: Accounting entry in special software and daily basic update of entry accounting work in software

To do the entire data entry work and maintain the data update in Ms Excel

Prepare MIS report and daily basic to Director

Maintained the petty cash and same update in Tally

M/s Info drive India Pvt Ltd (Kolkata)

Designation – Senior Computer Operator

Duration- May 2004 –June 2005

Roles: Daily Data entry job for sales division in using Ms excel

Maintain same in excel file record ,Make MIS Daily report of day to day work to Team leader.

M/s Panacea Technologies LTD (Bangalore)

Designation – EDP (Executive)

Duration- December 2002 – March 2004

Roles: To do the entire data entry work and maintain the data update in the excel sheet.

To Coordinate with Account Division related to Data Entry job and same filled up in the special software

M/S SAMADHAN COMPUTER SYSTEM PVT LTD (Kolkata)

Client : **Kookie jar food Pvt Ltd**

Designation – Trainee accountant cum Back Office

Duration- June 06/1998 - September 9/2002

Work as Trainee account executive

Was posted to Kookie jar food Pvt Ltd main office on behalf of company looking after the final account and Bill of statements, account receivable, bank transaction for One and half yrs apart from that Day to day Account maintain (Final a/c, Brs, Petty cash,) Manual work Only after that, making entry of the record, checking the data entry of the database in (FoxPro base software)

Place: Kolkata

Dated:

