

RESUME

PIYALI ROY CHOWDHURY

Block –3, Flat – 20,

16, Bagmari Lane,

Kolkata -700054

Mobile: 9051255076 / 7003759532

E-Mail: piyali.acct@gmail.com / piyaliroychowdhury79@yahoo.in

Personal Details:

† **Father's Name:** Sri Paritosh Roy Chowdhury

† **Date of birth:** 15/01/1986

† **Sex:** Female

† **Marital Status:** Married

† **Languages Known:** English , Hindi, Bengali

† **Hobbies:** Reading Books, Listening music

Educational Background:

† **Passed Madhyamik(10th) in the year 2001 with 1st Division (67 %)**

† **Passed Higher Secondary with Commerce specialization in the year 2003 with 1st Division (63%)**

† **Passed B.Com (Hons.) with specialisation in Accounting & Finance in the year 2006 with 2ndClass from Calcutta University (59.25%)**

† **Passed M.Com in the year 2008 with 2nd Class from Calcutta University (49.70%)**

Work Experience (Starting from the recent)

Currently working as an Accountant in an IT Company from 15.02.2021 .

Worked as Assistant Manager (Finance & Compliance) in Westinghouse Saxby Farmer Limited (A Government of WB Company under PWD) from 03.11.2017 to 31.10.2020 on Contractual basis.

Responsibilities:

- Account Receivables & Debtors Ageing, Vendor Outstanding Reconciliation
- Day to Day Accounting – Purchase, Sale, Receipt, Payment, Contra entry in Tally ERP 9 , FACT ERP.NG
- GST Computation & payment ,GSTR-1,3B,7 Filing & reconciliation with GSTR-2A & 2B, LUT Submit
- Assist in preparation of GSTR 9 & 9C
- E-Waybill issue
- BRS on weekly basis
- TDS deduction, computation & entry in SARAL TDS software/FACT ERP.NG & preparation of 24Q, 26Q, 27EQ
- Form 16 , 16A issue, 26AS reconciliation.
- Inventory Management in TALLY ERP 9.0
- Statutory payments (i.e. PF, ESI, P TAX, TDS, TCS, GST,GST-TDS)
- PF – ECR generation, ESI Challan prepare, PTAX Return
- All other accounts related jobs as per requirements • Knowledge of E-invoice

✚ **Worked as Assistant Manager (Accounts& Audit) in West Bengal Tourism Development Corporation Limited, Government of West Bengal from 27.04.2017 to 31.10.2017 on Contractual basis**

Responsibilities:

● Monthly Report Generation

- Voucher & Billing entry in TALLY ERP 9.0
- Inventory management in TALLY ERP 9.0
- Ensuring adherence to Accounting policies of WBTDCL
- Preparation of GST statement, MIS preparation time to time.

✚ **Worked as an Assistant Accountant in M/S Wilson Engineering concern since March,2016 to April,2017**

Responsibilities:

- Online Tender Submission.
- Purchase, Sale, Receipt, Payments Voucher Entry in TALLY ERP 9.0.
- TDS, Service Tax Computation.
- Reconciliation of Entries as and when needed.
- BRS
- Vat Computation, CST Calculation & Online E-Filling.
- Inter State Form to be issued.
- Way Bill Issue.
- PF, ESI, Professional Tax Online Submission.
- Ensuring adherence to Accounting policies and processes and providing periodic MIS.
- Inventory management & Payroll processing in TALLY ERP 9.0
- Assist in Finalization of Accounts

✚ **Worked as Accounts Executive at S.K Paul & Associates from December , 2013 to January,2016 Responsibilities:**

- Assisting in Audit work
- TDS, Service Tax Computation.
- Vat Computation, CST Calculation & Online E-Filling.
- PF, ESI, Professional Tax Online Submission.
- Ensuring adherence to Accounting policies and processes and providing periodic MIS.

✚ **Worked as Accounts Executive at M/S Boyd Smiths Pvt. Limited from August ,2009 to October,2013 Responsibilities:**

- Online Tender Submission.
- Purchase, Sale, Receipt, Payments Voucher Entry in TALLY ERP 9.0.
- TDS, Service Tax Computation.
- Reconciliation of Entries as and when needed.
- BRS
- Vat Computation, CST Calculation & Online E-Filling.
- Inter State Form to be issued.
- Way Bill Issue.
- PF, ESI, Professional Tax Online Submission.
- Ensuring adherence to Accounting policies and processes and providing periodic MIS. **Technical Skills:**

✚ **Completed Diploma in Financial Accounting & TALLY ERP**

✚ **Completed Spoken English Course from The British Institute.**

✚ **Well Conversant with the operation of Internet and E-Mail system.**

✚ **Having working knowledge of MS Word , MS Excel , Tally ERP 9, FACT ERP.NG Declaration:**

I hereby declare that the above- mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above -mentioned particulars.

Place:

PIYALI ROY CHOWDHURY

Date: