

Susmita Karar

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Career Objectives

To work in an environment which offers scope of growth both professionally and personally seeking a responsible position and a long-term relationship with a professional organization where my educational qualification and skill will be useful to play an effective and constructive role for progress of the organization.

Work Experience

Junior Accounts Executive

Rain Corporate Financial Assistance Services Private Limited

November 2022 – Present

Responsibilities:

- Successfully managed all aspects of the accounts receivable and payable cycle. Accurately prepared and analyzed financial statements, including balance sheet, profit & loss account.
- Maintained accurate records of all sale & purchase invoices, Bank statements, receipt & payment related documents.
- Effectively utilized accounting software and other relevant tools to perform daily tasks.
- Collected and analyzed client's data and financial transactions documenting accounting procedure.
- Perform Internal Audit to ensure adherence to financial regulations and identify areas of improvement.
- Handled Tax Audit for corporate and individual clients.
- Consistently met deadlines and exceeded performance expectations.

Education

- Higher Secondary Education (In Commerce) from Howrah Jogesh Chandra Girls' High School–2019 pass out with an aggregate of 63%.
- Bachelor of Commerce (Financial Accounting) from University of Calcutta – (2019 to 2022). Pass out with an aggregate of 79%.
- Currently pursuing MBA in Finance from Indira Gandhi National Open University Maidan Garhi, New Delhi (Branch - Kolkata) – July 2023 to June 2025.

Achievements

- Awarded for different extra-curriculum activities in college like Quiz competition and Annual sports.

Skill Set

- Tally Prime, Tally ERP9, Microsoft Excel, Microsoft Word & Data entry.
- Communication & collaboration (Email & web browsing).
- Ability to deal with diplomatic people.

Personal Details

Father's Name	:	Subir Karar
Mother's Name	:	Sucheta Karar
Hobbies	:	Painting, travelling to explore
Language Known	:	English, Hindi, Bengali
Address	:	46/5 Noor Md. Munsil Lane Howrah – 711101

Declaration

I hereby declare that the above given information is true to the best of my knowledge and belief.

Place: Howrah

Susmita Karar