

Srabanti Dutta

Seeking assignments in a reputed organization that will provide a good learning opportunity, which help me in regard to professional as well as personal growth. I would like to see myself adding value to the firm in every possible way, achieve managerial excellence and realize rewarding career prospects. .

Professional experience

Accountant, Merico Argo Industries Pvt. Ltd, Kolkata, India February 2021 - Nov. 2024

- Maintain day-to-day transactions of all Journal, Purchase.
- Auction Sale bill uploading & all bill entry of the segments.
- Preparation monthly TDS & PF Calculation of wages.
- Cash book entry and Inter Branch, Creditors & Debtors reconciliation.
- Preparation & filled of GSTR-1 & 3B
- Fortnightly Garden Wages calculation checking & finalized.
- Using Tally software to manage financial records and transactions.

Accountant, Home maker, Kolkata, India March'20 – January'21

- Maintain day-to-day transactions of all Journal, Purchase & Sale entry.
- Preparation monthly TDS Calculation of wages.
- Cash book entry, Creditors & Debtors reconciliation.
- Preparation of GSTR-1 & 3B.
- Petty cash handling.
- Using Tally software to manage financial records and transactions.

Accounts Executive, Corpus Life Science Pvt. Ltd., Kolkata, India June'2016 to December' 2018.

- Posting journal entries, updating financial statements.
- Branch Salary calculation, purchase & sale entry.
- Maintaining accounts receivable and accounts payable.
- Issuing cheques to various vendors.
- Preparation Branch Reconciliation Statement (BRS).

KidsWings English medium school, Kolkata, India

- Daily teaching activities.

Dankuni Sunray High School Kolkata, India

- Daily teaching activities.

Accounts Assistant, Muthoot Finance Limited, Kolkata, India March 2010 to January 2014.

- Manage a portfolio of customers.
- After checking Gold Loan has been disbursed.
- Branch cash & Vault handling.
- Prepare all reports off the segments.
- Collaborate with internal teams to ensure customer satisfaction and resolve any issues.
- Voucher Entry, BRS.

Personal information

Address-
C/O- Bhubaneswar Adhya,
M.B Sarani, North Ghoshpara,
Bally, Dist.-Howrah- 711227

DOB: - 05-02-1988
Father's Name: -
LT. Shyamal Dutta

Phone Numbers –

+91 7980321719 (M)
+91 9681198095(WA)

Email-
srabanti_bally@yahoo.com

Skills

- Advanced Excel
- FA in Diploma.
- Payroll Accounting
- GST

LANGUAGES

- Bangali
- English
- Hindi

Education

Master of Commerce, Vidyasagar University, Kolkata

Year obtained: 2013

Bachelor of Commerce, Calcutta University, Kolkata

Year obtained: 2008

Diploma in financial accounting system, Howrah Youth Computer Training Center,
Kolkata

Year of obtaining: 2009