### Experience

### **Account Executive**

**Gaurav Realcon Pvt Ltd (PLATINUM GROUP) - jan- 2016 to Still Working**

* Billing to debtors, Bill booking received from creditors.
* Ledger Reconciliation, Bank Reconciliation
* GST & TDS Return , Payment, Entry
* GST & TDS Reconciliation, Adjustment entry,

income tax

* Preparation of sales report, Bank balance,

 mutual fund statement,

* Follow up debtors & creditors regarding account

 related matters

**Account Executive**

**Panchwati Holiday Resorts Ltd - November- 2011 to June – 2015**

* Making bill of maintenance & others bill also, Banking, online payment,Maintenanceof petty cash
* Making sales report, Making cash report, Casher report checking
* Cost controlling, Report mailing,TDS working & payment.
* Assist to internal auditor in the audit of ledger
* Talking to colleagues & others staff over phone to

solve the account relating problem.,

* Voucher printing after making data entries,

for security of all entries

***~~SUNNY~~ RAJAK***

8013572570/8910895977

Sunnykumar788@ymail.com

gimtsunny@gmail.com

### Computer skills

* Conversant with Windows, MS Office

 (especially Excel & Word), Tally ERP 9 Factlite

### Education

* Master of Business Administration: Accountancy

& Finance – 2013 Shobit University

* Bachelor of Commerce: Accountancy – 2011

Calcutta University

* Higher Secondary : Commerce – 2008

West Bengal council of higher secondary education

* Madhyamik Pariksha / Secondary -2006

West Bengal board of secondary education

### Highlights

* Results-oriented
* Friendly
* Helpful
* Ability to motivate staff and maintain good relations
* Resistance to stress
* Good manners

### Hobbies

* Playing Cricket, Car Driving, listening music,

 swimming, yoga

Personal Details

yogaPersonal Details

yogaPersonal Details

 **I, declare, that all above information's are true and correct as per my knowledge.**

 **Place: kolkata**

 **Date: Sunny Rajak**

* Address : 29/h/1 Linton Street Kolkata-700014
* Date of Birth : 11-05-1990
* Sex- Male.
* Marital : Married
* Nationality : INDIAN
* Language known : English, Hindi, Bengali