

Kumaresh Mondal

B.com

**OBJECTIVE:**

- To derive satisfaction from my work and input my best to apply my skills and knowledge.
- To ensure every professional activity as value addition for client, organization and me.
- To be a member of strong professional team committed to excellence and innovation.

**WORK EXPERIENCE:**

- Worked with M. Electrical (from August 2017 to September 2019  
Position: Office Assistant
- Worked with Shreeje Infotech, from February 2015 to July 2017  
Position held: Executive

**Detailed Work exposure:**

**Accounting**

- Recording of day to day business transaction and reviewing the same Viz,
  - I. Purchase Entries
  - II. Sales Entries
  - III. Other direct and indirect expense entries including vouching of reimbursement claim of employees
  - IV. Cash & Bank entries
- Reconciliation of ledgers for completeness and accuracy Viz,
  - I. Bank Reconciliation Statement
  - II. Reconciliation of purchase and sales register to sales and purchase accounts
- Accounting for TDS and preparation of TDS liability workings for monthly payments

**ACADEMIC QUALIFICATIONS:**

| Degree           | Institution         | Year of passing | Marks (%) |
|------------------|---------------------|-----------------|-----------|
| B.COM            | Calcutta University | 2014            | 51        |
| 12 <sup>th</sup> | WBCHSE              | 2011            | 62        |
| 10 <sup>th</sup> | WBBSE               | 2009            | 50        |

**STRENGTHS:**

- A team player with good communication, analytical and interpersonal abilities.
- Positive and creative outlook towards solving a problem.
- Consider time as an important parameter while working, without compromising on the quality.

**COMPUTER LITERACY:**

- Worked on different Accounting software such as **Tally Erp.9** and Zoho etc.
- Well versed with: **MS Office**

**PERSONAL INFORMATION:**

- Date of birth : 08 December 1993
- Marital Status : Unmarried
- Father's Name : Mr. Ajit Mondal
- Communication skills : Can speak/read/write –: English and Bengali
- HOBBIES : Playing Cricket, Listening to Music

**CLOSING LINES**

I believe the above furnished details would give a fair idea about me. I assure that, if given an opportunity, I will not be found lacking in making endeavors and will contribute my level best in satisfying the given responsibilities.

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