

## CURRICULAM VITAE

### PERSONAL

Name :- Sumon Giri  
Address :- 102/4 Naskar Para Road  
Ghusuri Howrah- 711107  
Contact No. :- 09748343646  
E-mail Id :- giri.sumon@gmail.com  
Date of Birth :- 13<sup>th</sup> November ,1987  
Father's Name :- Biswanath Giri  
Nationality :- Indian

### QUALIFICATION

#### I) ACEDMICS

- A) Graduated in B.Com from Calcutta University in 2008
- B) Passed XII from W.B.C.H.S.E in 2005
- C) Passed X from W.B.B.S.E in 2003

#### II) COMPUTER

- A) Ms Word , Ms Excel , Ms Power Point, Internet Browsing
- B) Matrix ERP (Enterprise Resource Planning)
- C) Tally.ERP 9

### EXPERIENCE

Working as an Accounts Executive in NSI (India) Ltd. (Manufacturer & Exporter of C.I. & D.I.Castings) since February, 2010.

### WORK PROFILE

#### I) ACCOUNTS

- a) Cash Book and Bank Book
- b) Handling Purchase/Sales transactions
- c) Account Payable and Receivable
- d) VAT, CST, Excise, GST, TDS documentation.
- e) Making BRS
- f) E-Way Bill Generation
- g) Assistance in Sales Tax cases

#### II) INVENTORY ACCOUNTS

- a) Daily Production Planning
- b) Melting log Sheet Preparation
- c) Floor Assessment Report
- d) Total Items Casted & Received
- e) Preparing Weight Test Report
- f) Preparing Store Consumption Report

Place: Howrah.

Date :

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Sumon Giri