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**CURRICULUM VIATE**

**PANKAJ KUMAR DAS**

**Contact No-+919933577792/8250293433**

**Email Address:**[**pnkjkmrdas06@gmail.com**](mailto:pnkjkmrdas06@gmail.com)

**OBJECTIVE**

Utilizing my inter-personal skills and my creative ability. I would like to contribute to the success of the organisation in achievements of its objective as well as to add value in my career by continuous up gradation of my knowledge base, expertise and professional outlook.

**EDUCATIONAL QUALIFICATION**

* Graduate in Bachelor of Commerce from North Bengal University, Siliguri in 2006
* Diploma in Financial Accounting from Softech Computer Centre , Siliguri in 2008
* Diploma in Computer Application from Softech Computer Centre , Siliguri in 2009

**KEY SKILLS**

* Working knowledge in MS word, MS Excel, Microsoft office, Outlook Express.
* Working knowledge of Hotel software “ IDS/Alif System/ Protel/ Prolific/POS / Quick Figure, Tally ERP 9,
* Familiar with Internet and its applications.

**Sr. Execuitve Accountant, from 18/03/2020 to Still Working.**

**Lemon Tree Premer – Patna ( 105 Rooms & 09 Banquets )**

**Main Job Responsibilities**

* Prepare record and analysed financial information such as reconciliations journal entries, account receivable and accounts payable.
* Managing in house regulations of accounts. Supervision of accounting and administrative staff.
* Preparation the data of the Back office Collection report, for Management.
* Compiled and maintained records for daily accounting transactions like Cash book and Bank book.
* Maintain all type of files. Purchase, journal vouchers & all type of vouchers entry in the Hotel software.
* Maintain billing, Cost and Collection. BTC bill sending & follow up with the client for payment and prepare the Aging reports weekly.
* Bank Reconciliation
* Prepare the data of the S. Creditors for payment of the vendors.
* Auditing of the Store for Closing stock and Variance reports of the store.
* Preparation of monthly reports MIS.
* Prepare the date of the Government alliance Like GST/ TDS data.

**Accountant, from 01/11/2015 to March 2021.**

**FIVE ELEMENTS (CHAIN GROUP OF HOTEL AND RESTAURANT) IN SILIGURI**

**Main Job Responsibilities**

* Prepare record and analysed financial information such as reconciliations journal entries, account receivable and accounts payable.
* Managing in house regulations of accounts. Supervision of accounting and administrative staff.
* Preparation and presentation of weekly and monthly performance dashboard, suggesting ways to improve client services and satisfactions.
* Compiled and maintained records for daily accounting transactions like Cash book and Bank book.
* Maintain all type of files. Purchase, journal vouchers & all type of vouchers entry in the Hotel software.
* Maintain billing, Cost and Collection. BTC bill sending & follow up with the client for payment and prepare the Aging reports weekly.
* Bank Reconciliation
* Preparation of monthly reports MIS. Profit & Loss accounts.

**Accountant, From 24/10/2014 to 10/10/2015.**

**HOTEL HASAN MANSURI,COUNTRY CLUB , BAHRAIN( U.A.E)**

**Main Job Responsibilities**

* MIS reports.
* Verification of monthly stock taking done by store keeper
* Preparation of cheque and account payable statement
* Account receivable follow up / Sundry Debtors.
* Credit Card reconciliation
* Bank reconciliation
* Preparation of monthly statistical report
* Monthly prepare profit & loss account
* Staff payroll

**Executive Accountant from 27-01-2012 to 04/10/2014**

**AmbujaNeotiaGroup( ClubMontanta Vista by Conclave ) Siliguri.**

**Main Job Responsibilities**

* Prepare record and analysed financial information such as reconciliations journal entries, account receivable and accounts payable.
* Managing in house regulations of accounts. Supervision of accounting and administrative staff.
* Preparation and presentation of weekly and monthly performance dashboard, suggesting ways to improve client services and satisfactions.
* Compiled and maintained records for daily accounting transactions like cash flow/ Cash book and Bank book.
* Maintain all type of files. Purchase, journal vouchers & all type of vouchers entry in the Hotel software.
* Maintain billing, Cost and Collection. BTC bill sending & follow up with the client for payment and prepare the Aging reports weekly.
* Bank Reconciliation
* Filling up the taxes etc.
* Preparation of monthly reports MIS. Profit & Loss accounts.

**Executive Accountant From 01-10-2010 to 20-01-2012**

**Barsana Hotel & Resorts Khaprail Road, Siliguri**

**Main Job Responsibilities**

* Daily sales summary with missing bill and collection to ensure.
* All invoices have been realized to cash or debtors. Auditing of NCK, KOT,BOT, Discount or room allowance.
* Check daily guest check and rates applied to ensure management policies are adhered with respect to room credit.
* Maintain the SOP of the credit facility to the client in proper documentation and prepare the report of the Sundry debtors aging wise reports.
* Check the credit card slips to ensure all collection are properly transacted. If not collected by the bank then follow up with the bank for delay transactions.
* Depositing the daily collection 3 days in a week. Reconciliation of various account like bank, Cash, Credit Card, Intercompany & general ledgers .
* Preparation of cheques and account payable statement ,account receivable and follow up.
* Responsible for maintaining files , register, statement documents as required by the auditors and getting the audit complete within three month closure of the year.
* Supervision of accounting and administrative staff and send the report to the management as required.
* Maintain MIS and profit and loss account in monthly basis.

**Assistant Accountant from 10-09-2009 to 30-09-2010.**

**Hotel Royal Sarovar Premier 2nd mile Sevokroad , Siliguri.**

**Main Job Responsibilities**

* Receiving the invoice and Cash/ Credit Card/ Cheques/ Credit Invoice from to the all department as per the system sale generated reports.
* Maintain the file for different invoice like Credit bills, Cash bills, Credit card bills as per auditor required.
* Auditing the NCK, KOT, BOT and maintain the shortage report for the same and submitted to A/ head.
* Receiving the purchase invoice from to the suppliers and store keeper and maintain the register for the same.
* Maintain the file of Daily sales reports, Night Audit reports, Credit Card Charge slip, and MIS reports.
* Issuing the cheques to the suppliers and maintain the register for the same.
* Auditing the night audit report with the sale reports and sent to the managements.
* Taking the all vouchers entry into the hotel software and keep the separates files for the same.
* Maintain the registers of the cash book , bank book, Bank reconciliation.
* Reporting to the account head as per the required supportive documents and files.

**PERSONAL DETAILS:**

Date of Birth : 07th February 1984

Father’s Name : Mr.Kishun Das

Nationality : Indian

Marital Status : Married

Language Known : English, Hindi, Bengali

Permanent Address :Pankaj Kumar Das

S/O- Kishun Das

Ganga Nagar, Road No-02, Ward No-05

Near- Shiv Mandir

Siliguri Post Office-734005

Darjeeling, West Bengal.

**Coming together is beginning, keeping together is process, and Growing together is success**.

**Declaration: I**hereby declare that the information furnished above is true to the best of my knowledge and belie

**Date: Signature:**