

Sagar Chakravorty



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❖ Objectives:

- ❑ **To obtain a challenging position in Accounts & Administration, which will enable me to plan, coordinate, direct and achieve superlatively well and help my organization to attain its goals and fulfill its objectives. To generate more leads using financial and accounting analysis for building strong business relationships with customers.**

- ❑ **I am confident that my passion for the profession and willingness to explore new techniques, together with my skills and experience will enable me to make a significant difference at organization.**

❑ WORK EXPERIENCE:

- **Current Organization** : Larsen & Toubro Limited, PT&D IC, TL BU
- **Current Designation** : Asst. Accounts Officer
- **Job Profile** : Monitoring Cash and Bank transactions and timely booking for the same. Checking BRS.
 - Scrutinizing and checking of Sub contractor billing.
 - Scrutinizing and checking of Service provider Invoice
 - Working on financial functions related to preparation of Cost statement for monthly basis & reconcile between Cost vs Revenue Ledger.
 - Preparation of Regular Supply Wages payment, maintaining of Labor PF records, Form-XVII, Seven Statutory Registers.
 - Ensuring all the licensing work like Labor License & BOCW act.
 - Monitoring ROW transactions and making financial decisions regarding compensation finalization. Preparing to lodge insurance with important documents.

- Preparing of Physical Stock Statement, procure quotes from buyer and various vendors, maintaining box files & soft file folders, reports etc. for proper & accurate records.

- **Duration** : **9 years.**
- **Location** : **Kolkata (West Bengal)**
- **Previous Job** : I) K-TL 132kV Lakkhikantapur Transmission Line, PKG-C
II) \pm 800kV HVDC Transmission Line Biswanath Chariyal To Tangla and 110/132KV Earth Electrode Line.(March 2012 to December 2017)
III) K-TL 220kV & 132kV PKG AF, Satragachi(West Bengal)
IV) K-TL 220kV & 132kV PKG AJ, Kalyani (West Bengal)
- **Project Cost** : **60 Crore, 350 Crore, 141Crore, 113 Crore**
- **Client** : **PGCIL, WBSETCL**
- **CTC** : **6.40 Lacs Per Annum**

□ **Qualification:**

- ✓ 10th (W.B.B.S.E.) : 64%
- ✓ +2 (W.B.C.H.S.E.) : 59%
- ✓ +3B.B.A (W.B.U.T) : 60%

□ **Computer skills**

- Basics (MS-Word, MS-PowerPoint, MS-Excel)
- Well aware of all Internet Concepts
- Electronic Information Portal (EIP-SAP)
- SAP FICO

□ **Accounting Skills:**

- Well versed with all the accounting aspects.
- Good interpersonal and communication skills.
- Responsible for complex interaction with clients.
- Ability to work under pressure.
- Ability to handle complexity and ambiguity.
- Ability to identify and correct any minor or major mistakes in accounts.
- Maintaining good record of all accounts, which is understood by others.

□ **Personal Traits**

- Self-Confident
- Willingness to Learn New Things
- Good communication skill
- Quick learner

□ **Achievements:**


- Successfully completed the Vat Audit Assessment for the years from 2010 to 2015 for the previous project.
- Successfully working with ROW team to clear the advance locations for execution work.
- Assist as an Accounts Officer of 134cr job WBSETCL (PKG AF).
- Collected all C-Forms & TDS Certificates and Extended BGs in time from client PGCIL & WBSETCL.

□ **Personal Details:**

Father's Name : Mr. Subir Chakravorty
Date of Birth : 15.10.1988
Nationality : Indian
Languages Known : English, Bengali & Hindi
Marital Status : Married

Place: Kolkata.

Date:


(Sagar Chakravorty)