

# ***Santanu Rakshit***

**Current Address:-** Jyoti Path Collony Bazar, Guwahati.

**Permanent Address:-** Netaji Road, Lanka, Dist. Hojai, Assam.

**P.h.** 7002017279/9706373940

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## **OBJECTIVE**

Senior Accountant with a B. Com degree, 8+ years related work experience and a strong background in Finance and Accounting.

## **KEY SKILLS**

- |                               |                        |                            |
|-------------------------------|------------------------|----------------------------|
| ❖ Financial Accounting        | ❖ General Ledger       | ❖ Online Bank Transaction  |
| ❖ Financial Reporting         | ❖ Cash Accounting      | ❖ Expenses Reconciliations |
| ❖ Accounts Receivable/Payable | ❖ Bank Reconciliations | ❖ Petty Cash Management    |
| ❖ Financial Advice            | ❖ Time Management      | ❖ Debtors & Creditors      |
| ❖ Final Accountant            | ❖ PF & ESIC Compliance | Reconciliations            |
| ❖ Subsidy Related Work        | ❖ Salary Sheet Prepare |                            |

## **CAPABILITIES**

- ❖ **Well developed analytical skills** - Skillful at processing data/information, keeping records and tabulation.
- ❖ **Strong background in bookkeeping** includes General Ledger, Accounts payable/ receivable, Final Accounts and reporting.
- ❖ **Expertise** in preparing financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activity for small to medium sized businesses.
- ❖ **Continuously updated and thorough** working knowledge of accounting principles and practices as well as Income Tax and Gst.
- ❖ **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- ❖ **Proven ability** to handle multiple, competing priorities in an effective manner.
- ❖ **Effectively** gather, **analyze**, **compile** and **synthesize** data into written reports.
- ❖ **Effective** communication skills, excellent Assamese, Bengali, Hindi & English, especially written, combined with interpersonal strengths and a high degree of professional integrity.
- ❖ **Computer skills:** Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint), Internet browsing & email.

## **PROFESSIONAL WORK EXPERIENCE**

**Senior Accountant** – Om Infracon Pvt. Ltd. (Emulsion Manufacturing & Bitumen Trading) **Guwahati Oct 2018 to Present**

- ❖ **Monitor** and maintain the accounts for daily sales cash transactions.
- ❖ **Maintain** general ledger and all books of accounts up to Final accounts & Balance sheet.
- ❖ **Perform** internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.
- ❖ **Manage** the Bank Reconciliation Statements of the Company for all receipts and payments.
- ❖ **Verification** of data and Maintenance of Outstanding reports for debtors and creditors.
- ❖ **Generate** and Maintain of sales inventory report.
- ❖ **Conduct** monthly reconciliations of Goods and Invoices received, reconciliation of expenses, accounts payable/receivables, cash flow.
- ❖ **Maintain** the company's data records.
- ❖ **Generate** accounts reports pertaining to GST and TDS.
- ❖ **Handle** party's queries/feedback as well as resolving their problems.

**Senior Accountant – Laxmi Narayan Group (Corrugated Box Manufacturer) Guwahati July 2015 to Oct 2018**

- ❖ **Monitor** and maintain the accounts for daily sales cash transactions.
- ❖ **Maintain** general ledger and all books of accounts up to Final accounts & Balance sheet.
- ❖ **Manage** the Bank Reconciliation Statements of the Company for all receipts and payments.
- ❖ **Verification** of data and Maintenance of Outstanding reports for debtors and creditors.
- ❖ **Generate** and Maintain of sales inventory report.
- ❖ **Conduct** monthly reconciliations of Goods and Invoices received, reconciliation of expenses, accounts payable/receivables, cash flow.
- ❖ **Maintain** the company's data records.
- ❖ **Generate** accounts reports pertaining to VAT/CST, Excise, GST and TDS.
- ❖ **Handle** party's queries/feedback as well as resolving their problems.

**Accountant – Hari Singh & Associates (Chartered Accountant Firm) Guwahati Aug 2012 to July 2015**

- ❖ **Assisted** in financial audit and preparation of Final accounts of client firms and companies.
- ❖ **Maintained** the accounting data of different organizations.
- ❖ **Cross checked** bank reconciliations, debit and credit notes and invoices.
- ❖ **Verification** of debtors and creditors.
- ❖ **Compilation** of balance sheets and company accounts and preparation of reports for auditing.
- ❖ **Maintained** the company's financial data records.

**EDUCATIONAL QUALIFICATIONS**

<b>B.Com- Lanka Mahavidyalaya, Lanka.</b>	<b>2012</b>
<b>H.S- Lanka Mahavidyalaya, Lanka.</b>	<b>2008</b>
<b>H.S.L.C- Netaji Vidya Niketan H.S. School, Lanka.</b>	<b>2006</b>

**PERSONAL DETAILS**

**Date of Birth** : 08/06/1989      **Religion** : Hindu      **Gender** : Male  
**Nationality** : INDIAN      **Marital Status** : Married  
**Father's Name** : Chiranjib Rakshit      **Mother's Name** : Amiya Rakshit

**Declaration**

*I, Santanu Rakshit hereby declare that all the information given above here is correct to the best of my knowledge.*

Place: Guwahati (Assam)

Your's sincerely

Santanu Rakshit

**THANK YOU**