# **INDRANIL SINHA** **M.Com (Commerce)**

Area Accountant at ASA NGO Area Offices of Deoghar & Pakur Jharkhand

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Career Objectives

Looking for a Challenging Professional Career which demands the best of my academic knowledge in terms of Accounting Financial & Analytical interpreting skills. It should also boost me in broadening upgrading and enhancing my current accounting skill and knowledge by way of educating the pupils of college level in such a way that they may conversant with professional accounting skills by taking into the consideration of strong base of academic as well as thesical accounting knowledge and also gives the conceptual idea of accounting in such a way that may helps the interested pupils to establish or enhance your academical skills which is stands for backbone of the professional commercial ideas in the future course of time of taking higher education in the specialization of Accounting & Finance

Synopsis

An Accounting Professionals with Distinct Grade Regular mode Post Graduate degree of Commerce in Finance & Accounting group from The University of Burdwan Burdwan. I possessed good as well as accomplished knowledge of General Accounting works & Services and Other disciplines of Accounting & Finance such as Audit of Accounting Documents Financial Budget Monitoring Cost Analysis etc and I have also also possesses the working level knowledge of all kind of General Accounting Systems

Profiles

Well versed knowledge in Modern Accounting rules and regulations and guidelines.

Good as well as accomplish knowledge of Tally ERP 9 and MS-Office and Other Softwares

Good Analytical power to solve the problem with practical approach and excellent attitude

In maintaining the interpersonal relationship with the Clients

Good verbal or communication skills and written skills

Strengths

Determined to learn with Practical and Realistic Approachs

Good Communication and Teaching and Understanding Skills

Enthusiastic and can produce Results and prepare Report under Deadline Constraints

Working in the various Softwares like Tally ERP 9 ERP and SAP and Others relevant Softawres

Weakness

Unsatisfied till when the assigned commitments is not duly fulfilled by my efforts and not to move from this situation until the Solution is come or the problem is overcome

****Academic Qualifications****

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| --- | --- | --- | --- | --- |
| Name of the Studies | Universities/Boards/ Institutions | Specialisation | Divisions Grade/Class | Year of Passing |
| M.Com (Commerce)  Regular Mode | The University of  Burdwan  Purba Bardhaman | Finance Accounts | Distinction | 2012 |
| B.Com (Honours)  Regular Mode | B B College Asansol  Paschim Bardhaman  (Burdwan University) | Accountancy  Honours | First Class | 2010 |
| Higher  Secondary  (Class-XII) | Asansol Chellidanga High School  Asansol  Paschim Barhaman  (West Bengal Council) | Accountancy Business Study Business Economics & Mathematics | Grade A | 2007 |
| Madhyamik  (Class-X) | Asansol Ramakrishna Mission High School  Paschim Bardhaman  (West Bengal Board) | Eng Ben His  Geo Phy Math  Life Sc Phy Sc | Second Division | 2005 |

Professional Working Experiences

As an Accounting Professioanls working in following Organizations by playing various important roles

Worked as a Commercial Assistant in the Birla Gold Cement for few months as a Trainee Staff

Worked as Accountant cum Cashier in the Service Dealer of Kirloskar Oil Engines Limited near about three consecutive financial years from August 2013 to March 2016 and prime responsibilities are Day to Day maintain the records in Books of Accounts Passing Entries Salary Prepartions Cash Handlings and Others Accounting related functions as per requirement of management of the Organization

Worked as an Assistant Accountant in Burnpur Cement Ltd near about one and half years from April 2016 to June 2017 and prime responsibilities are Reporting and Analysing of Debtors and ready Accounting MIS for forecasting Upadting Voucher Entries Assist with Internal Auditors and Checking of Bank Reconciliations Statements and also done many more accounting related functions on daily basis

Presently Working in the position of Area Accountant in Action for Social Advancement commonly termed as ASA NGO from March 2018 as the organization is belonging from Development or Social Sector and fundamental responsibilities are Reporting to Head Office on accounting related matters in details Passing Journal Entries and Booking and Verifications of Expenditures and Bills and follow up the periodic Budget Bank Account Balances reconcile with softawre and also in the charge of overall Branch Accounting of Deoghar and Pakur Area Office Jharkahnd of our organization

Apart from those Organizations I was also served Basic accounting services to small undertakings

Hobbies

Listening to musical instruments

Personal Informations

Father Name: Amitava Sinha

Mother Name: Bina Sinha

Date of Birth: 12-01-1988

Gender: Male

Age: 32 Yrs

Martial Status: Single

Languages: English Bengali Hindi

Place: Asansol Paschim Bardhaman

Dated: Indranil Sinha