**INDRAJIT DATTA**

**E-Mail:** indra.2k20@gmail.com**~ Contact No: 9062558325, 8017896412**

**Seeking an Organization where the scope for self-improvement and enhancement of knowledge is possible/ Accounts & Administration servicing with an organisation of high repute**

**APERCU**

* A result–oriented professional with **over 11 years** of experience in Administration, Accounts Operations and Back office Management.
* Committed to ensure highest level of service at all times, resolving complaints & issues efficiently.
* Recognised for organisational skills, creativity, public relations management and an ability to consistently exceed Office expectation.
* Deft at defining and implementing Standard Operating Procedures to enhance Client satisfaction.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SkillSet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Monitoring Accountability & Taxation of the Company, Having knowledge in SAP and ORACLE R12.
* Assessing financial-needs analysis of Company and recommending appropriate procedure to meet their needs.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupational Contour\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Since Aug 2019 to till now with B.K.BIRLA GROUP OF COMPANIES**

**Role:**

**Sr Accountant in Accounts**

**Key Result Areas**

* Overseeing entire Trip Accounting operations, Taxation. & Administration.
* Handling Banking operations and following-up on the Cash Transactions, Payments & Receipts.
* Maintains the Daily Bank Reconciliation,
* Maintains the Daily DSR Activities
* Filling the T.D.S, GST, P TAX Return online & offline, depositing the tax to the Government online & offline
* Preparing Salary Sheet and, Preparation of Vouchers & Bills
* Finalization Of Accounts
* Conducting the internal audit and reporting to the seniors about the Financial Status of the Company
* Finalization Of Trips conducted by various intercompany units
* Debtors and Vendor reconciliation and follow up the payments and receipts
* Preparation of Monthly sales Invoices and looking after the billing procedure

**Since Aug 2017 to July 2019 with Thinktel Solutions India Private Limited**

**Role:**

**Assistant Manager in Accounts**

**Key Result Areas**

* Overseeing entire Accounting operations, Taxation. & Administration.
* Handling Banking operations and following-up on the Cash Transactions, Payments & Receipts.
* Maintains the Salary Register,P.Tax Register,
* Maintains the ESI Data Base of the Employess
* Filling the T.D.S, GST, P TAX Return online & offline, depositing the tax to the Government online & offline
* Preparing Salary Sheet and, Preparation of Vouchers & Bills
* E-Filing of Individual Tax Return (Directors )
* Finalization Of Accounts
* Conducting the meetings and reporting to the seniors about the Financial Status of the Company
* Client follow up
* Debtors and Vendor reconciliation and follow up the payments and receipts
* Preparation of Monthly Invoices and looking after the billing procedure

**Since Sep-13 To May-2017 with GENPACT INDIA**

**Role:**

**Process Developer**

**Key Result Areas**

**R2R:**Successfully completed in R2R domain of Reeds Elsevier. Currently working in UPM with GLand

Balancesheet validation. Having very good knowledge in FA activities and Inventory activities and Reporting activities along with Journal Entries Preparation and posting.

* Responsible for Month-end closing and HFM Reporting - posting adhoc Journals and accruals as per business request
* Also responsible Account review.balance sheet reconciliation,variance analysis.
* Responsible for monthly stock check activities and issuing of credit notes.
* Performed Balance Sheet Reconciliations, Revenue reconciliations , Account Analysis, providing monthly and Adhoc reports to business.
* Responsible for internal control and internal checks for monthly audit.
* Handled all the audit queries for hard close audit and year-end audit independently, efficiently and within timeline
* Actively involved in preparation and review of Author Royalty Statement for India and US operations based on which Authors payment were made at Reeds Elsevier.
* Maintaining the Daily Bank Reconciliation of Barclays Bank.
* Preparation Of Ad-Hoc Journal Entries Of City Bank
* Preparation Of Council Rates & Taxes Entries of City Bank
* Preparation of Interest Accruals Journal Entries of City Bank.

**Attainments-**

* Committed to ensure highest level of service at all times, resolving complaints & issues efficiently
* Recognised for organisational skills, creativity, and an ability to consistently exceed Office expectation
* Awarded another 4times for Exemplary Performance
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* Recognised for organisational skills, creativity, and an ability to consistently exceed Office expectation
* Awarded another 4times for Exemplary Performance

**Nov’11-Aug’13 with Panna Gems & Jewellery Pvt Ltd**

**Role:**

**Accountant**

**Key Result Areas**

* Overseeing entire Accounting operations, Taxation.& Administration.
* Handling Banking operations and following-up on the Cash Transactions, Payments & Receipts.
* Maintains the stock Register of Raw Materials as well as Finished Goods such as Gold & Diamond Jewellery.
* Maintains the Vat Register,P.Tax Register,C.S.T Register,
* Filling the T.D.S, VAT, and CST, P TAX Return online & offline, depositing the tax to the Government online & offline
* Preparing Salary Sheet and Maintaining the Wages Register,Preparation of Vouchers & Bills
* E-Filing of Individual & HUF Tax Return (Directors & Relatives)**.**
* Finalization Of Accounts

**Other Areas**

* Overseeing entire Production functions and acting as interface between the Production and Back Office Departments to keep a record of the work done
* Generating regular MIS on the work done by the two departments and reporting directly to the Manager
* Maintains the Export Documentation of Jewellery Items such as Letter of Credit, Packing List, Proforma Invoice, Shppment Bill etc & reporting to the Manager.
* Helping him by providing supporting documents or information on internal process that is required for Export..
* Maintaining a wide variety of financial information ,files & records for the purpose of ensuring the availability of documentation & compliance with established policies & regulatory guidelines
* Involved in tele-calling the Party and informing about any new order introduced

**July’06-June’11withCalcutta Himgiri Trust Kolkata as Accounts Assistant**

**Role:**

* Managed Accounts & Back Office functions
* Handled Banking operations and followed-up on the Cash Transactions, Payments & Receipts.
* Maintained the stock Register of Raw Materials as well as Finished Goods such as Spices, juices, Sauces, Candles & etc.
* PreparedSalary Sheet and maintained the attendance Register,Prepared of Vouchers & Bills.
* Handled the manual work of taxation and report to the Sr Accountant

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Freelance Assignments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Since June’ 06 to Apr’ 07: Max Well Company**

**Fellowship Work 10 months**

* Participated in Sales Promotion Activities in MAX WELL COMPANY
* Responsible for client acquisition & business development.
* Also did a part of recruiting work.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Education \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## ACADEMIC QUALIFICATION-

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| --- | --- | --- | --- | --- |
| DEGREE | YEAR OF PASSING | BOARD | SCHOOL OR COLLEGE | PERCENTAGE |
| B.COM.(HONS) | 2004 | CALCUTTA UNIVERSITY | S.A.JAIPURIA COLLEGE | 55% |
| H.S.(COMMERCE) | 2001 | W.B.C.H.S.E. | S.A.JAIPURIA COLLEGE | 62.1% |
| MADHYAMIK | 1999 | W.B.B.S.E. | SCOTTISH CHURCH COLLEGIATESCHOOL. | 73% |

# PROFESSIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DEGREE | YEAR OF PASSING | APPROVED BY | INSTITUTION | PERCENTAGE |
| Tax Return Preparatory Scheme | 2012 | Income Tax Department Of India. Department of Revenue, Ministry of Finance, Government of India. | Income Tax Department Of India. Department of Revenue, Ministry of Finance, Government of India. | 1st Class |
| TAX CONSULTANT | 2010 | West Bengal Tax Council | A.T.J.S | 85% |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IT Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Tally Expert course from Pivotal Computer Academyunder West Bengal State Government.
* Well versed with OFFICE-2007, 2010,fromKolkata Computer Centre.
* Well versed withFinancial Packages- TALLY ERP, FACT ERP, ACE, EXACTLY, EX-NGN.SAP.Oracle R12

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Personal Vitae\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Address : CB 11/2 Rail Pukur Road.Asha Apartment.Baguiati.kolkata-700059

Date of Birth : 12th October 1982

Languages Known : English, Bengali, and Hindi.

Fathers Name : Sri Soumendra Datta

Marital status : Single

Nationality : Indian

Religion : Hindu

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hobbies & Interests**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Interested in Banking Operations.
* Interested in Handling the New Accounting Software.
* Listening Soft Songs
* Astrology,tarot card reader,numerologist

**Expected CTC** : Negotiable.

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I hereby declare that all the information stated above are true & to the best of my knowledge.

**DATE- SIGNATURE-Indrajit Datta**