

RESUME

Prasenjit Biswas

Post Applied for: Accountant

Objective:

- ❖ To Pursue a challenging term career in the field of construction business as a “**Accountant**”, I can utilize my skills, innovative idea and ready to face new challenges.

Professional Summary:

- ❖ Handling Accounts of Plant.
- ❖ Keeping accounts of all Payments & Inward Bills.
- ❖ Handling Salary of Working Staffs & Material Stock.
- ❖ Coordinating with Head Office.
- ❖ Concrete delivery on site Projects..
- ❖ Handling Daily wage labours.
- ❖ Took Responsibility to complete the project in time and with quality.
- ❖ Controlling of cost for contract.
- ❖ Maintained proper documentation of site works.
- ❖ Followed up the work Progress on site.
- ❖ In-depth management reporting
- ❖ Excellent research and financial analysis abilities.
- ❖ Excellent command on systems (computer), software like Excel, Power Point, MS word Outlook along with knowledge of **SAP module system (SAP FICO)**.

Educational Qualification:

- ❖ Secondary Examination from west Bengal Broad of Secondary Education “Nabagram Vidyapith”
- ❖ Higher Secondary examination Passed in Konnagar High School from West Bengal council of higher secondary education
- ❖ B.Com completed from IGNOU university from Gujarat (2019-2021).

Work Experiences:

- ❖ Currently working as a Senior Process Associate in Account Payable Department (From December 2019 to Till Date) in Annet Technologies Pvt Ltd. (Gandhinagar, Gujarat)
- ❖ Previously worked as an Accountant (SAP) (23th Jan, 2019 to 10th Dec 2019) in M/S Anjaniputa Marketing (FMCG) (Ahmedabad, Gujarat)
- ❖ Previously worked as a site accountant (From April 2018 to December 2018) in R S Yadav Projects Pvt Ltd (Haryana)
- ❖ Previously worked as a site accountant (From April 2015 to March

2018) in NKG Infrastructure Ltd (New Delhi)

- ❖ Previously worked as a storekeeper cum accountant (From September 2009 To April 2015) in PSP Projects pvt Ltd (Ahmedabad, Gujarat)

Job Responsibility

- ❖ Manage all accounting transactions
- ❖ Prepare budget forecasts
- ❖ Publish financial statements in time
- ❖ Handle monthly, quarterly and annual closings
- ❖ Reconcile accounts payable and receivable
- ❖ Ensure timely bank payments
- ❖ Manage balance sheets and profit/loss statements
- ❖ Report on the company's financial health and liquidity
- ❖ Audit financial transactions and documents
- ❖ Reinforce financial data confidentiality and conduct database backups when necessary
- ❖ Comply with financial policies and regulations.

Personal Details:

Name : PRASENJIT BISWAS.
Father's Name : SHRI PRASANTA BISWAS.
Gender : Male
Marital Status : Married
Date of Birth : 15/10/1986
Present Address : H-507, Devnandan Sanklap city, Opp 108 call Center,
Hanspura gam, Nava Naroda, Ahmedabad, Gujarat - 382330
Mobile No : +91-9375542243
E-Mail : prasun1510@gmail.com
Nationality : INDIAN
Religion : HINDU
Language Known : English, Hindi, Bengali and Gujarati

Passport Details:

Passport No	Date of Issue	Date Of Expiry	Place of Issue
U8292090	2/2/2021	1/2/2031	Ahmedabad

DECLARATION

I hereby declare that above information is true to best of my knowledge.

Place:

Date:

(PRASENJIT BISWAS)