

Curriculum Vitae



KUMARJIT SARKAR

Email ID: kumarjitsarkar10@gmail.com

Mob No: 9101551909

Career objective:

To excel in my professional life and contribute to the organization by consistently exceeding my superior's expectations by effective utilization of my skills by being persistent, flexible and energetic.

Academic qualification:

S.No.	Course	Board/ University	Name of Institute	Year of passing
1	HSLC	SEBA	Pragjyotish English Medium High School	2007
2	H.S	AHSEC	Don Bosco Junior college	2009
3	B.COM	Gauhati University	West Guwahati Commerce College	2012

Additional Qualification:-

Certified Industrial Accountant Plus course from The Institute of Computer Accountants.

Trained in modules:

- Basic computer application
- Fundamental of Accounts
- English & Soft Skill
- Advance Practical accounts
- Tally ERP 9 (including TDS, Service tax, CST, VAT)
- System Application Products (SAP)
- Computer courses on Perfect Accountant from **Career Hub**.

Work Experience

Present Experience:

Working with **Dabur India Ltd, Tezpur** from **2nd May' 2018** as **Officer commercial**.

Key Result Areas:

- Managing the payable section that includes processing RM/PM/Engineering/project purchase invoices.
- Handling of project works that includes management of capex purchase bills that involves Bill Approval Notes as per terms, maintaining phase wise trackers related to BANs, advances, creditors, debtors, PBG/ABG and penalty, IO wise open PO/GR details.
- Project vendor reconciliation.
- Monitoring GRIR and its timely closure.
- Assisting in subsidy, preparation of GSTR-1, 3B, GSTR-2 and ITC-04.
- Monthly Provision.
- Preparation of monthly MIS.
- Management of petty cash.

Previous Experience:

- Worked with **Marico Ltd, Guwahati** as **Officer Commercial** from **18th Apr' 2016** to **1st May'2018**.

Key Result Areas:

- Monitoring accounts related activities of Marico Ltd NER-1 & NER-2 (payable) simultaneously.
- Invoice Processing RM/PM/Engineering
- Ensuring timely payment to employees and vendors.
- Cash Management.
- Assisted in statutory works like Excise, Service tax, subsidy, GST.
- Assisting in preparation of Monthly & Quarterly MIS such as GR/IR ageing, Open PO ageing, Creditors & Debtors ageing, FOH/DFOH analysis, FOH/MVC Provision, cash accounting, BRS analysis, monthly physical stock audit at unit and 3rd party etc.
- Worked in implementation of CIN Module in SAP

Achievements in field:-

- Awarded by The Institute Of Computer Accountants, Guwahati as "ICA taxation expert"

- Awarded by Marico Ltd, Guwahati for “Excellence in CIN Module Implementation”
- Worked with **Emami Ltd, Guwahati** as **Accounts Assistant from 16thDec' 2013 to 16th Apr' 2016.**

Key Result Areas:

- Monitoring accounts related activities Amingaon, Abhoypur & Pachoria unit simultaneously
- Processing Bills related to RM/PM/Freight/Engineering/Assets in SAP
- Handling statutory parts such as PF, ESI, P.Tax and Service Tax.
- Preparation of Annexure in support of monthly MIS and yearly finalization of accounts.
- Timely preparation of Sundry Creditors/Debtors report.
- Disbursement of Salary with proper accounting entries.
- Preparation of contractor's wages payment after proper verification & accounting.
- Releasing salary advance to employees after proper verification.
- Preparation of monthly Salary Advance of employees of the 3 units.

Personal Profile:

Fathers Name: Dilip Sarkar

Date of birth: 18th June, 1990

Marital status: - Single

Sex: - Male

Nationality: - Indian

Strengths: - Team Player, Good Communication skill, Organized.

Languages known: - English, Hindi, Bengali, Assamese.

Permanent Address: C/O: Manas Housing Society,
Flat no.-3A, Bylane-3A, Pandu Port Road,
Anandanagar, Guwahati-12

Temporary Address: Tezpur, Dekargaon

Declaration

I hereby declare that the facts mentioned in the resume are true to the best of my knowledge and belief.

Date: 22-10-2019

Place: Guwahati