

## **CURRICULAM VITAE**

### **Personal Details**

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Name : Biplab Biswas  
Father's Name : Sri Bijay Biswas  
Birth Date : 14<sup>th</sup> December 1980  
Address : A-72 Dinesh Pally,  
P.O- Purba Putiary,  
Kolkata-700093. Cell -9830835294  
E-Mail: biplab2014@yahoo.com

### **Educational Attainments:**

B.Com : [Pass, 2002]  
XII : [Higher Secondary, 1999]  
X : [Madhyamik, 1997]

### **Snapshot:**

Computerized Accounting with Tally ERP 9(Rel. 4.61), Payment & Filling of Vat, Cst, Professional Tax, Service Tax, Knowledge about Generate Waybill & C-forms, Employees Provident Fund & Employees State Insurance etc.

**Career Objective:** To work in an organization, where innovation and excellence is the way of life, where my full potential will be explored and where I will get ample scope for development. To associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills, in the state of art technologies and be a part of the team that excels in work to words, the growth of organization and my satisfaction thereof.

### **Current Experience:**

Working with Gradient Business Consulting Pvt Ltd (Mining of Stone, Bolder & Aggregates) as an Accountant form August'16 at Kolkata corporate office.

### **Job Profile:**

- Maintained books of accounts of the company and entire project/s accounts in Tally ERP9.
- Maintained complete documentation including preparation of vouchers and maintain them for the purpose of finalization.
- Maintain Bank Reconciliation Statement.
- Checking vendor bills and release the payment.
- Responsible for online payment of Vat, CST, TDS, Service tax, Professional tax etc.
- Preparation E-filling return computation sheet and return the same.

### **Past Experience:**

**Worked with Ovaron Infrastructure & MEP Services (Infrastructural Services of Testing and Engineering, Installation, Electrical) as Sr. Accountant from February' 16 to June'16 at Kolkata corporate office.**

### **Job Profile:**

- Maintained books of accounts of the company and entire project/s accounts in Tally ERP9.
- Maintained complete documentation including preparation of vouchers and maintain them for the purpose of finalization of accounts with supporting bills, challans, order copies etc.
- Responsible for office files and office maintenance of accounts department and maintained petty cash and the record thereof and prepare report for the management.
- Responsible for raising purchase order as per the material.
- Responsible for billing to client every month for maintenance and manpower contract and billing to client after completion of the project in each part respectively in coordination with the concerned Engineers.
- Day to involve with project management.
- Ensuring timely payment to vendors.
- Maintaining all statutory compliance.(Vat,CST,Service Tax,TDS,Professional Tax etc)
- Handling day to day office administration.

### **Past Experience:**

**Worked with Beekay Vanijya Pvt Ltd (Renting of Construction Equipments and Trading of Tarpauline) as Sr.Accountant from August '08 to February' 16 at Kolkata corporate office.**

### **Job Profile:**

- Maintained books of accounts of the company in Tally ERP9.
- Maintained bank reconciliation statement.
- Sales- preparation of invoice/debit notes/ credit notes/ receipts/payment/files records and dispatch documents.
- Checking vendor bills and release the payment.
- Responsible for online payment of Vat, CST, TDS, Service tax, Professional tax etc.
- Preparation E-filing return computation sheet.
- Responsible for departmental work.
- Direct reporting to Directors & Chattered accountant.
- Responsible for financial auditing.

**Past Experience:**

Worked with Unipro Systems ( Trading of Computer parts and Assembled and also maintenance of Computers) as an Assistant Accountant from May'05 to July '08 at Kolkata office.

**Past Experience:**

Worked with Majumdar Associates as Assistant Accountant from June'04 to March' 05 at Kolkata.

**Computer Knowledge: “Industrial Accountant Course” from ICA.**

Knowledge of MS-Dos, MS- Office, Tally ERP9, Ace (Ver. 6), Fact (Ver. 17.02)

**Declaration:**

I hereby certify that all the details furnished above are true to the best of my knowledge and awareness.

Date:

Place: Kolkata

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(BIPLAB BISWAS)