**Biswajit Parija**

**Contact No.:** +917504673698

**Email Id:** [parija.biswajit@yahoo.com](mailto:parija.biswajit@yahoo.com)

**Skype: biswajit.parija4**

**ACCOUNTANT**

*Looking forward to challenging assignments in Finance Sector where a strong background in* *accounting operations management can be put to the best use*

**SUMMARY**

A dynamic and resourceful professional with more than 9 years of experience in accounting operations managements. Possesses in-depth knowledge about accounting & financial processes, and has the capability to efficiently deal with matters related to Sales Tax , PF, ESI, Pro Tax and MIS.

**KEY SKILLS**

* Accounting & Financing Knowledge
* Accounts Receivables & Accounts Payables Management
* Financial Report & Statements Preparation
* Sales tax , PF, ESI, Pro Tax and MIS Handling
* Good Organizational & Management Skills
* Team Motivation
* Multi-Tasking
* Hard Work & Honesty
* Individual as well as Team Play

**PROFESSIONAL EXPERIENCE**

**1. GOVIND RUBBER LIMITED ,** **Cuttack Jul** **2009 till Date**

**Designation**: Branch Accountant

**Job Responsibilities**

* Handling billing and payment
* Managing cash, credit notes, and debit notes
* Ensuring stock entry
* Dealing with Bank Reconciliation, H.O V/s Branch Reconciliation
* Handling Sales Tax, PF, ESI, Pro Tax and MIS

**2. RajProtim Agency Pvt. Ltd. (C/o Castrol India Ltd.) Jan 2007 to Jul 2009**

**Designation**: In-charge & Accountant [of Industrial Stock Point (ISP) of Castrol]

**EDUCATIONAL QUALIFICATIONS**

* Post Graduate Diploma In Computer / TALLY 7.2 & ICA
* Bachelor of Commerce from City College (Utkal University), Cuttack, Orissa in the year 2006
* Intermediate in commerce from City College (Utkal University), Cuttack, Orissa in the year 2003

**IT SKILLS**

* Tally
* Boltzmann ERP
* J**.**D. Edwards
* MS Office (Word and Excel)
* Internet Surfing

**PERSONAL DETAILS**

* **Date of Birth :** June 20, 1984
* **Address :** At-Kazipatana, Post- Uttampur, Dist- Cuttack

Orissa, Pin-753011

* **Languages Known :** English, Hindi and Oriya