

Avisek Bose

☎ +91 98747 35653 | ✉ avisek.bose@hotmail.com

🌐 [LinkedIn: avisek-bose-28a63057](https://www.linkedin.com/in/avisek-bose-28a63057) 📍 Kolkata, West Bengal, India

Professional Summary

Experienced Finance & Accounts Professional with over 11 years of progressive expertise in general ledger management, accounts payable/receivable, reconciliations, taxation, and final accounts. Proven track record in streamlining processes, ensuring compliance, and delivering financial clarity. Currently upskilling in Data Analytics with a focus on Excel, Power BI, SQL, and Python.

Core Competencies

- Financial Accounting & Reporting
 - General Ledger (GL), AR/AP Management
 - GST, TDS, and Statutory Compliance
 - Cash & Bank Reconciliations
 - Finalization of Accounts
 - Vendor & Client Relations
 - Tally ERP9 | Advanced Excel | Power BI (Beginner) | SQL (Beginner) | Python (Beginner)
-

Professional Experience

Manager – Accounts & Finance

Bengal Marble & Tiles Co., Kolkata | Dec 2023 – Present

- Manage complete finance operations including GL, AR/AP, reconciliations, and compliance
- Liaise with auditors, vendors, and internal teams to ensure financial integrity
- Administer statutory filings (GST, TDS, IT) and prepare final accounts using Tally ERP
- Conduct vendor and bank reconciliations to ensure data accuracy and resolve discrepancies

Senior Accountant

R. Singh & Associates, Kolkata | Sep 2022 – Nov 2023

- Handled full-spectrum accounting operations and financial reporting
- Performed statutory filings and collaborated with auditors during internal/external audits
- Executed daily ledger entries, reconciliations, and maintained financial accuracy

Assistant Manager – Accounts

ServMobi Technologies Pvt. Ltd., Bangalore | Aug 2018 – Aug 2022

- Supervised vendor payments, ledger entries, reconciliations, and statutory compliance
- Prepared accurate final accounts and managed communications with service vendors

Accounts Executive

Chomal and Associates, Kolkata | Apr 2015 – Jul 2018

- Supported audits, recorded daily transactions, and ensured timely reconciliations
- Processed GST, VAT, and service tax payments and returns

Accounts Officer

TPS Constructions Pvt. Ltd., Kolkata | Apr 2013 – Feb 2015

- Maintained day-to-day accounting, vouchers, bank reconciliations, and petty cash
 - Liaised with banks and CAs for financial compliance and reporting
-

Education

Bachelor of Commerce (B.Com.)

Prafulla Chandra College (Calcutta University), 2010

Higher Secondary (Commerce)

Kalyani Central Model School, CBSE, 2006

Secondary Education

Devanandapur Saratchandra Sikshaniketan, WBBSE, 2003

Certifications & Training

- *Pursuing Data Analytics – Coding Ninjas (2025) (Advanced Excel, Power BI, SQL, Python)*
 - *Tally ERP – CMC Academy, 2012*
-

Technical Skills

- **Accounting Tools:** Tally ERP9
 - **Analytics Tools:** Advanced MS Excel, Power BI, SQL, Python
 - **Tax Platforms:** GST, TDS, Professional Tax, Income Tax e-filing
-

Personal Details

- **Languages Known:** English, Hindi, Bengali
- **Address:** Flat No. 2, Floor 1, 530, Gariahat Road, Jodhpur Park, Kolkata – 700068