

 9163427973

 dsoumen65@protonmail.com

 7b, Gandhinagar, Sodepur,
Kol-700114

SKILLS

- Tally Erp
- Tds & gst Compliance
- Ledger & Bank Reconciliation
- Financial Statements Preparation
- Vendor Payment Processing
- MIS Reporting
- MS Excel (Advanced Functions)
- Power Bi
- Itr Preparation Beginner
- Ai Prompting

LANGUAGES

- English
- Bengali
- Hindi

SOUMEN DAS

SENIOR ACCOUNTS EXECUTIVE

PROFESSIONAL EXPERIENCE

Senior Accounts Executive with 3+ years of experience in TDS & GST compliance, financial reporting, and bank reconciliation. Proficient in Tally, Excel (Pivot Tables, VLOOKUP), and currently learning SAP FICO and Zen TDS. Known for independently managing branch accounts and ensuring timely vendor payments and ledger accuracy.

WORK EXPERIENCE

Ato India Limited | Senior Accounts Executive

June 2024 - Present

- Tds Return Filling
- Branch Level Accounting entries
- Itc Reconciliation

Ultimo Credit Pvt Ltd | Accounts Officer

Dec 2024- May 2025

- Manage day-to-day voucher entries and cash book maintenance
- Process loan pledge entries and customer records
- Gst & tds report preparation for H.o

B.G. Distributors Pvt Ltd | Junior Accountant

Oct 2022 - Nov 2024

- Handled GST and TDS compliance and return filing
- Managed daily branch-level accounting queries
- Supervised 5 junior accountants
- Gst & Tds Filling data preparation
- Gst Input tracker maintain
- Purchase & Sale entry

EDUCATION

Calcutta University

Bachelor of Commerce in Accountancy