



DEBASHREE SAHA



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PROFILE SUMMARY

To obtain a responsible and challenging position in an organization where my education and experience would make a valuable contribution to the organization's growth through a combination of skills, hard work, dedication and integrity. An effective communicator with relationship building and interpersonal skills Strong analytical, problem solving and organizational abilities Proven abilities to work on own initiative as well as a member of team Committed to deadlines and schedules

SKILL

- Financial management
- ERP software
- Strong communication
- Project budgeting
- Account reconciliation processes
- ERP (Enterprise Resource Planning) software
- Salary review procedures
- Employer legal compliance
- Recruitment agency engagement

CERTIFICATIONS:

- Certificate Program in FINANCIAL RISK MANAGEMENT from MANIPAL GLOBAL, covering the following: Foundations of Risk - Risk Analysis - Quantitative Analysis - Financial Markets - Valuation and Risk Model.
- Certificate on basic computer (MS Word, Excel, PowerPoint) from ICA
- Certificate on basic Tally 9.0 from ICA.

INERNSHIPS:

- Summer Internship Program in Oil & Natural Gas Corporation Ltd., a Navratna Company in Kolkata office from 2nd June 2014 to 2nd August 2014. PROJECT TITLE: Budget & Cost Analysis of Bengal and Purnea Basin ONGC
- Summer Internship Program in N. SAHA & Associates, C.A. Firms a taxation trainee, and Kolkata from 2nd December 2013 to 10th February 2014. PROJECT TITLE: Moving

EDUCATION

Sikkim Manipal University,2016

Master of Business Administration: Core Finance

All India Management Associations,2014

Post Graduate Diploma In Management: Core Finance

Punjab Technical Uniersity,2011

Bachelor of Business Administration: Core Finance

Kendriya Vidyalaya,C.B.S.E.,2008

Class-12th -Commerce

Kendriya Vidyalaya,C.B.S.E.,2006

Class-10th

WORK EXPERIENCE

DEPUTY MANAGER ACQUISITION, IDFC FIRST BANK LIMITED

Kolkata, India |Jan 2023 - Current

- Within Retail Banking - Branch Banking
- Opened customer accounts and provided smooth on boarding services.
- Maintained purchase, sales and nominal ledgers for recordkeeping purposes.
- Built customer bases through cold calling and referral conversions.
- Met liability acquisition targets by leveraging new customer accounts.
- Investigated customer queries to provide timely financial solutions.
- Kept accurate operations records for thorough data auditing.

HR MANAGER AND ACCOUNTS EXECUTIVE, VIBHUTI FINANCIAL SERVICES PVT LTD

Kolkata, India |Jan 2020 - Dec 2022

- GST- Preparing and filing GST Return, Preparing and filing of LUTs, Working of ITC Undertaking, Reconciliation of GSTR1 and GSTR2 with books of accounts, handling Mutual Fund works
- HR AD Hoc- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts, etc.
- Assist supervisors in performance management procedures Schedule meetings, interviews, HR events, etc. and maintain the team's agenda Perform orientations, on boarding, and update records with new hires

ACCOUNTS MANAGER, ASPIRE CAPITAL PVT LTD

Kolkata, India |May 2019 - Dec 2019

- Finalizations of accounts of all group companies within defined timelines and getting the same audited from statutory auditors
- Managing and overseeing the daily operations of the accounting department
- Monitoring and analysing accounting data and producing financial reports or statements
- Establishing and enforcing proper accounting methods, policies, and principles Filing, GST, ITR, and ROC.etc.

to Goods and Tax in India: Impact on Growth and International Trade

- › Summer Internship Program in Religare Securities Limited, an MNC, Kolkata from 1st June, 2011 to 30th July, 2011. PROJECT TITLE: Equity, Commodity Is Prudent Investment Strategy

ACHIEVEMENTS

- › Bourn Vita Quiz Contest (2nd Position)
- › Unplug APEX Annual Intra College Fest: Design a renewable competition (2nd position)
- › Unplug APEX Annual Intra College Fest: Pen a tagline competition (2nd position)

PERSONAL DETAILS

Date of Birth-26/11/1990

Marital Status-Single

Nationality- Indian

Gender-Female

ASSISTANT FINANCE MANAGER, DKB & ASSOCIATES UNDER KALCORDAC CONSULTING (I) PVT LTD

Kolkata, india |Aug 2018 - Mar 2019

- › Finance) in a Finance, Accounting & other statutory matters of the Company. Work-related to Executive of the project will be done under the overall supervision and guidance of Asst
- › Vice president of KCIPL within the Knowledge of the undersigned
- › Its organized Project finance (financial analysis considering all parameters) relating to Techno Economic Viability/Feasibility Reports (TEV/TEFR)
- › Detailed Project Report (DPR) and other allied Work as when assigned by the management.
- › Monitored performance through statistical reporting and analysis.
- ›

SENIOR ACCOUNTS EXECUTIVE, CAPITIS CONSULTANT LLP

Kolkata, india |Jun 2017 - Jul 2018

- › Perform bank reconciliation and other reconciliation tasks
- › Bank, General Ledger Accounts, Inter-company Accounts Payable, and Suppliers Account reconciliations) on a monthly basis and prepare reconciliation statements on them
- › Prepare all accounting and taxation activities of all clients - Prepare and audit annual reports -
- › Managing balances of multiple bank accounts
- › Journal entry processing - Review bank accounts, check balances against ledger amounts and verify that the amounts match with asset, liability, expenses, and revenues as per financial statements
- › Ensure compliance with accounting deadlines
- › Prepare company and individual accounts and tax returns for audit
- › Assist in merger and amalgamation work with other legal matters

JUNIOR ACCOUNTANT, WEDDING SUTRA EVENT MANAGEMENT PVT LTD

Kolkata, india |Feb 2015 - Feb 2017

CUSTOMER RELATIONSHIP EXECUTIVE, BHARTI AITEL LTD

Kolkata, india |Sep 2011 - Apr 2012