

OBJECTIVE

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions.

CONTACT

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- Sonarpur, Kolkata, Westbengal India 700150

EDUCATION

B.COM (GRADUATION)

(2008)
Calcutta University
Percentage Obtained: 39%

HIGHER SECONDARY EXAM

(2004)
Board: West Bengal Council Of Secondary Education.
Percentage Obtained: 55%

MADHYAMIK EXAM

(2002)
Board: West Bengal Board Of Secondary Education.
Percentage Obtained: 73%

SKILLS

- Computer Basics
- MS office(Basic & Advance)
- TallyErp 9, Tally Prime
- Saral TDS
- Saral Paypack

MAINAK ROY

(ACCOUNTANT)

To be a good professional personnel devoting my best to the Organization as well I can grow. Working in the field of Accounts for the past 14 years.

EXPERIENCE

SENIOR ACCOUNTS EXECUTIVE INDIAN CHAIN PVT. LTD.

June 2022 – June 2023

- Handled day-to-day accounting processes to drive financial accuracy.
- Maintaining Books of Accounts.
- Export Sales Analysis, & Import Bills updation in Tally on MIS reporting.
- Looking out overall accounts payable reporting and payment processing of Vendors & Job Workers.
- Stock Statement preparation for CC Bank A/c Quarterly.
- TDS deduction, Reconciliation, online challan submission, & Quarterly return submission and issuing TDS certificates.
- GST Input Reconciliation with books & 2B.
- Coordinating for Audit.

ACCOUNTANT RAJWADA GROUP

Nov. 2018 – Dec 2021

- Handled various ongoing Projects of Rajwada Group, maintaining Books of Accounts.
- Monthly MIS revenue reporting as required from management.
- Creditors reporting as per aging and payment processing of Contractors, Labours following up with a juniors.
- Coordinating for Bank Loans for ongoing and existing projects from time to time.
- Cash Flow reporting.
- TDS deduction, online challan submission, Reconcile & Quarterly TDS return submission and issuing TDS certificates.

PERSONAL INFORMATION

- Father's Name: Ranjit Roy
 - Date of Birth: 28/11/84
 - Nationality: Indian
 - Marital Status: Married
 - Religion: Hinduism
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- GST Calculation, statement preparation, timely challan payment, GST return submission.
 - Accounts Finalisation along with CA, timely Income Tax Return submission.
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ACCOUNTANT FLOWTECH

July. 2017 – Nov 2018

Languages Known

- **English** (Advanced)
- **Bengali** (Advanced)
- **Hindi** (Intermediate)

- Handled day-to-day accounting processes to drive financial accuracy.
 - Sales Analysis as per order and revenue reporting.
 - Debtors and Creditors reporting and payment realization follow up with junior.
 - Stock maintenance reporting along with junior, for Bank stock reporting for monthly OD limit monitoring.
 - Contractors, Job Workers payment checking as per on going site work and payment processing.
 - TDS deduction, online challan submission, Reconcile & Quarterly DS return submission and issuing TDS certificates.
 - GST Calculation, statement preparation, challan payment, monthly GST return submission, Waybill generation.
 - Payroll processing, salary disbursement, ESI analysis, monthly Return Submission and payment.
 - Assisting in accounts Finalisation along with CA.
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ACCOUNTS EXECUTIVE NEO RETAIL LTD. (GROUP)

May 2016 – Mar 2017

- Streamlined accounts receivable processes by implementing efficient invoicing and collection strategies.
 - Maintaining Books of Accounts.
 - Creditors analysis and payment realization.
 - Cash flow analysis and revenue reporting to management.
 - Stock Maintenance along with Junior accountants.
 - Petty Cash handling, worker payments and vouching.
 - TDS deduction, online challan submission, Reconcile & monthly TDS statement preparation and Quarterly return submission.
 - Sales Tax Calculation, Reconciling, monthly payments, quarterly return filling, waybill generation, C Form issue.
 - Service Tax analysis, Statement Preparation, Tax payment and Return preparation.
 - Payroll entry, PTax analysis, payment, and Return Submission.
 - Assisting in Accounts Finalisation with CA upto audit.
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ACCOUNTS EXECUTIVE BRISHTI TECHNOLOGIES PVT. LTD.
Oct 2011 – Apr 2016

- Maintaining Books of Accounts.
 - Sales Analysis and updation in Tally on daily basis.
 - Daily Sales and collection report updation.
 - Debtors and Creditors analysis and payment realization.
 - Daily Cash & Bank updation along with BRS.
 - Petty Cash handling and vouching.
 - TDS deduction, online challan submission, Reconcile & monthly TDS statement preparation and Quarterly return submission.
 - Service Tax analysis, Statement Preparation, Tax payment and Return submission.
 - Payroll entry, reconcile PF and PTax analysis, payment, and Return Submission.
 - Assisting in Accounts Finalisation with Senior upto audit.
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JUNIOR ACCOUNTANT ATUL REAL ESTATE PVT. LTD.
May 2009 – Oct 2011

- Collaborated with senior accountants to perform month-end closing procedures, ensuring timely financial reporting.
 - Maintained Books of Accounts, Cash handling and vendor payments, vouching and other miscellaneous jobs.
 - Prepared bank reconciliations on monthly basis.
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DISCLAIMER

I here by inform that all the information in this document is correct and true to the best of my knowledge.

(MAINAK ROY)