

## 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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- Mob.: 8240268622
- 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.

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## 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.

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### 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

## Languages Known

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

- 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

- 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 hereby inform that all the information in this document is correct and true to the best of my knowledge.

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(MAINAK ROY)