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RANA DAS

Address: - 1200, Arabinda Pally.

P.O.:- Konnagar, Dist: - Hooghly.

State: West Bengal, Pin- 712235.

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**ORGANIZATIONAL EXPERIENCE**

**\* 1ST Organization : N.K. Accountant Pvt. Ltd. ( June - 2008 - July 2012):-**

* **Position :-** Accountant .
* **Type of Industries :-** Chartered Firm
* **Types of Clients :-** Trading (paper and other goods).
* **Report to : -** (Ravi & Rohit Jhawar) & Nidish Kajriwal
* **Duties & Responsibilities**
* Reconciliation of all Banks.
* All Purchase, Sales, Payment, Received and expenses Entry.
* Reconciliation of all General Ledger, Sub Ledger etc.
* Maintain all types of accounts Journal, bill raising.
* Knowledge of all types of adjustment entries in Company Accounts.
* Maintain & reconciliation all Creditors & Debtors ledger.
* Assist to External Audit.
* Knowledge of TDS, E-return of VAT, & CST & E-C form, E-Way bill etc.

**\* 2nd Organization : SAV Group (Aug 2012 to Till ):-**

* **Position : -** Accountant Executive
* **Type of Industries : -** Manufacturing & Trading of C R SHEET, C R COIL, H R SHEET etc.
* **Reporting to : -** Animesh Gopi chandan and **C A**  Mr. Dhiren Gupta
* **Duties & Responsibilities**
* Filing of value added tax ( VAT ), central sales tax (CST ), tax deducted at source (TDS), E-Way bill .
* Maintain Purchase , sales all bank entry.
* Establish, maintain and reconcile the general ledger.
* Prepare and reconcile bank statements.
* Issue cheques for all accounts due.
* Reconcile the accounts payable
* Reconcile the accounts receivable
* Coordination with all divisions/branches for issue related payments.
* Cash handling.
* **Educational Qualification**
* B.COM in 2008(Calcutta University)
* **TECHNICAL KNOWLEDGE**
* Expertise in Ms word, Ms excel , Ms power point, Internet corresponding work, Tally 7.2, 9.0 & ERP.9
* **PERSONAL DOSSIER**

☞ **Father’s Name :** Sri Kartick Das **Nationality :** Indian

☞ **Religion :** Hindu **Marital Status :** Single

☞ **Date of Birth :** 22th Jan 1988 **Sex :** Male

☞ **Blood Group :** B+ **Hobbies :** Music, Movies, Travelling & Photography

☞ **Language known :** English,, Bengali & Hindi **Total Experience :** 8years +

☞ **Current Salary :** 15,000/- P.M (in hand ) **Expected Salary :** Something High

☞ **Notice Period :** 15 Days (Negotiable) **Preferred Location :** Kolkata

* **DECLARATION**

I hereby declare that the above statements are true and Correct to the best of my knowledge and belief.

Signature Date

**( RANA DAS )**