**CURRICULUM VITAE**

**Sandip Bandyopadhyay**

**Email** – [sandipbandyopadhyay.2013@rediffmail.com](mailto:sandipbandyopadhyay.2013@rediffmail.com)

Contact No. : - 0**7063187408/9398261325**

To strive for Excellence through performance, be a constant learner and continuously strive to add value to the Organization & thyself. Profile emphasized with 8+ years of experience in the field of Accounts.

Highlights:

* Able to work & maintain relations with staff and clients on all levels.
* Work effectively, independently or as part of the team.
* Strong troubleshooting, installation & configuration skills.

## Personal Details

Name : Sandip Bandyopadhyay

Father Name : Ashok Kr Bandyopadhyay

Date of Birth : 17.12.1982

Gender : Male

Marital Status : Married

Nationality : Indian

Work Experiences

**From Feb.2011 to Till Date**

Employer : Balajee Infratech& Construction Pvt. Ltd. (Mumbai)

Position Held : Accountant

Key responsibility :

* Cost MIS, Qty. MIS, DPR& making bill of subcontractor Transporter.
* Preparing LOI & P.O. (Aggregate supplier) & properly mention.
* Preparing Bill, Contractor Bill Checking, Checking bills of party.
* Preparing labor payment and making their payments.
* Preparing voucher.
* Feeding any transaction in Ledger.
* Preparing salary of site employees and making their payments**.**
* Branch & Bank Reconciliation
* Maintenance of cash & bank books
* Cash flow & fund flow statement
* Sale Invoice making
* Feeding daily bills of party in Ledger. Preparing bills report using EXCEL. Maintaining stock summary using EXCEL. Contractor bill checking with supporting documents. Managing physical verification of store.
* Process the payable invoices weekly.
* Analyses and update the subcontractor files with agreements, and necessary state sales tax requirements.
* Responsible for Billing Department
* Responsible for the: Statutory & Financial Audit of construction Companies
* Maintenance of books of accounts of the clients
* Involved in the maintenance of inventory register which involved Inventory valuation report, Inventory flow report
* Handled the preparation of Working Capital Statements for the clients
* Statutory documents for raising long terms loans from commercial banks
* Provided the reports related to the discrepancy in trial balance

**From April 2010 to January 2011**

Company : Spencer Pvt Ltd., Jamshedpur

Employer : Spencer Pvt. Ltd.

Position held : Asst Accountant

Academic Qualification:

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| --- | --- | --- | --- |
| **S. No.** | **Name of Board/University** | **Class** | **Passing Year** |
| 1 | University of Bourdwan | B.A. | 2005 |
| 2 | West Bengal Council of Higher Secondary Education | 12th(commerce) | 2000 |
| 3 | Board of Secondary Education, | 10th | 1998 |

Technical Qualification.

* Basic Computer course (MS- Office, MS-Excel , Power Points)
* Windows XP, 2000, Vista, Windows 7
  + MS Excel, MS Word 2007 , MS Excel, MS Word 2010
  + Photoshop 7.0,
  + Internet Operations
  + IT Fundamentals
  + Basic of Computer
  + Basic Input / Output. Processes part of Computer
  + Tally ERP 9.

**Mailing Address**

Sandip Bandyopadhyay

C/o: Ashok Kr Bandopadhyay

Vill: Nakaijuri

P.O.: Nakaijuri

Dist.: Bankura

State: W.B.

Pin: 722144

SALARY STRUCTURE

Present CTC: 3.36 Lakh/Annum +Accommodation +Food .

Expected CTC: 4.20 Lakh/Annum + Accommodation+ Food.

**Hobbies**

Listening Music, Reading Books,

Declaration:

I the undersigned herewith certify that to the best of my knowledge and belief, these data correctly describes my qualifications and experience.

**Date Signature**

**15 November 2018 Sandip Bandyopadhyay**