

ANUP KUMAR DAS
S/O Lt. AJAYA KUMAR DAS
House No-2, II Floor, IP Colony,
Sec-30-33, Faridabad, Haryana-121003
Mobile No. 8467993378
Email: anupdas101@gmail.com



JOB OBJECTIVE:-

Seeking A Challenging Job With Good Working Environment. To Work in a Good Working Environment Where My Work is Acknowledged. I Am Looking Forward For a Career In An Organization That Offers Me Challenge High Degree of Responsibilities, Varying Exposures And Scope For Opportunities to Learn And Enhance My Skills. I Enjoy Stimulating And Continual Challenges That Every Experience Whether Good or Bad Enriches The Personality. I Like to Take Up Initiatives And Try to Learn All Times.

ACADEMIC CREDENTIALS:-

- 10th from Board Secondary Education, Odisha During 2005 with 2nd Division (Agg : 58%)
- Intermediate in Commerce from Council of Higher Education, Odisha during 2007 with 2nd division (Agg-58.44%)
- B.Com from Pattamundai college ,Pattamundai under Utkal university,Odisha with 1st class Accounting (Hons) during 2010 (Hons Agg-60.00%, Total Agg-57.16%)
- Qualified Intermediate Group – I & II with 51% & 57% From Institute of Cost Accountants of India (ICAI) and continuing final.

ACCOUNTING SKILLS:-

- Prepare, Examine and analyze accounting records, financial statement and other financial reports.
- Preparing MIS Reports on daily basis as per seniors requirements.
- Preparing Debtor, Creditors, Bank & all type of reconciliation
- Preparing Outstandings & Fund flow statements on weekly & Monthly basis as per seniors requirements.
- Assist in preparation of TDS Return & Gst Return.
- Preparing All Type of Financial Statements on Monthly & Quarterly basis & also prepares CMA Data as per requirements.
- Preparing Bom cost on Monthly basis.
- Preparing Import & Export Documents as per Banking requirements.
- Knowledge of preparing of Costsheets & Marginal costing.
- Assist auditors in preparation of Statutory audit & Tax audit.

WORKING EXPERIENCE:-

- Worked as Accountant in Super Parts Pvt Ltd, Unti - Baltic Hyundai (November 2014 to January 2015)
- Working as Accounts Executive at Mahadev Motors Pvt Ltd (July 2015 to June 2017)
- Working as Senior Accounts Executive at Xlerate Driveline India Limited (June 2017 to Till now)

TECHNICAL SKILLS:-

- Ms Office (Word, Excel & Power Point)
- Tally ERP 9 & Finsys ERP
- Knowledge of installation of required software as per required.

LINGUISTIC FLUENCY:-

- Oriya, Bengali, Hindi & English

ACHIEVEMENTS:-

- Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.
- Demonstrated skills in surmounting challenges and dealing with change.

HOBBIES:-

- Listening Music
- Playing Cricket, Badminton ,Volley, Carrom
- Internet Surfing

S/O: AJAYA KUMAR DAS

DATE OF BIRTH : 1st May 1991

MARRIED

HINDU

INDIAN