

## **RESUME**

**NAME** : Atul Kumar Pandey

**D.O.B** : 24.04.1991

**LANGUAGES KNOWN** : English, Hindi and Bengali

**FATHER' S NAME** : Subas Pandey

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### **PROFESSIONAL PROFILE**

Budding accounting professional with Hons.Degree in Accounts and Finance from University of Calcutta.Consistent academic record with zeal to learn new concepts quickly and apply innovative ideas for achieving best results. Go getter, self starter with a passion to succeed and desire to excel in the field of accounting, finance and banking operations.

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### **ACADEMICS**

- Bachelor of Commerce (Hons.) from University of Calcutta in 2011 (secured second division).
- Class 12<sup>th</sup>(Commerce stream with Economics) from WBCHSE in 2008 (secured first division).
- Class 10<sup>th</sup> from ICSE in 2006 (Secured second division).
- Appeared CA final Exam in November 2019

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### **CERTIFICATIONS & TRAININGS**

- Computer (BASIC) from Protection Computer Training Center
- **A Certificate in Financial accounting from a Govt. undertaking Institution.**
- Have license from IRDA to operate in the field of insurance.

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### **EXPERTISE**

- Have sheer knowledge of accountancy, accounting standards.
- Five years of relevant studies makes me strong in analytics and have developed a problem solving ability.
- Proficiency in MS Word, Excel
- Proficient with accounting based application like Tally.
- SAP and ORACLE Knowledge.

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### **EXTRA-CURRICULAR ACTIVITIES**

- BRAINET conducted an IT Aptitude test and the results conferred me to be eligible for a career in IT.
- Secured a place in **top 10%** in the **International Informatics Olympiad 2005**at state level.
- Won debate competitions at school level.
- Passed CA- CPT December 2010.
- Passed CA-IPCC Nov 2011 both group

## **SUMMARY OF QUALIFICATION:-**

- Accounting Knowledge and background.
- Detail oriented and efficient.
- Strong analytical and problem solving ability.
- Proficient in Word, Excel, Microsoft Office.
- Extremely detail oriented and able to work with minimal supervision.
- Effective oral and written communication.
- Ability to work well with others and achieve team goals.
- Highly organized and detail oriented.
- Enthusiastic and cooperative.
- Proficient with all windows based operating system.
- Comfortable with urban environment.

## **HOBBIES:-**

- Playing cricket
- Listening old Hindi movie song

## **WORK EXPERIENCE**

- From Oct 2011 till 15 May 2017 I have worked with SANTANU BHATTACHARYA & CO. as an Account Assistant Cum Auditors My work includes
  - Filing sales tax return
  - Preparing Profit & loss and Balance sheet
  - Preparing fund flow statement
  - Voucher entry in tally
  - Purchase and sales bills entry
  - All receipt and payment entry
  - Maintaining report
  - Allotment of DIN
  - Filling TDS return
  - Filling Service Tax Return
  - Filling Income Tax Return
  - Preparing BRS
  - Vouching
  - Auditing
  - Formation Of LLP
  - Preparing cash voucher
  - Entry for sale of shares bought and sold
  - Filing of important document

From 31<sup>st</sup> May 2017 to August 2019 I have worked in GENPACT INDIA PRIVATE LTD as a Process Developer Since Genpact is an Outsource Company I work in USA shift timing. I am in the team of Record to Report. My work in SAP includes:-

- Vendor Payment.
- Applying Cash app in Customer Company using T-Code F-03.
- Reconciliation of AR & AP.
- Variance Mismatch Analysis.
- Processing Material Invoice, Toll Invoice, Tolling,
- Knowledge of SAP
- Processing Journal in SAP T-Code FV50 & FB70
- GR/IR Follow up.
- EICR booking through EICR portal.
- T-Codes known FV50, FB70, ME23, ME23N, FV50, FB70 FB08, FBRA, FV60, F.61, FB03, F-32, FBB1, F-44, FBL5N, FBL1N, FBL3N, VF03, F.19. SM37, SM35 etc
- Customer data pull from CMM data.
- Vendor & Customer Extension.
- Direct Posting in GL and SL Ledger.
- Updation of JE Tracker country wise.
- Billing related to Mexican Currency.
- Pre close tie out.
- Download HFM Report though Oracle.
- Interacting with client through mail.

From 26th August 2019 I am working in BDO INDIA LLP in a team of Risk advisory as a Consultant  
My work includes:-

- Working as an Internal auditor, Internal Control,
- Updation of System control audit techniques
- Checked all accounting transactions made on daily basis
- We deal with company related to Insolvency
- Manage the schedule and work load of a team, provide direction on priorities of activities
- Proactively worked with seniors and managers for completing assignment
- Independently analysed accounts and reports impacting tax
- Assigned the responsibilities of examining and reviewing financial records of the organization
- Consulting the Client regarding statutory and concurrent audit.
- Ability to work in a team as well as independently

**Current CTC: - 389000 p.a**  
**Expected CTC: - Negotiable**  
**Notice Period: - 30 Days**

Atul Kumar Pandey

**SIGNATURE**