

SAGAR CHATTORAJ

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Professional Objective

I want to work in a creative and challenging work atmosphere demanding high levels of commitment and achieve a career growth path through a continuous learning and improvement mode coupled with professional satisfaction.

Work experience – < 19 Years + >

VEDANTA FOUNDATION

Designation: Accounts Manager

Oct 2008-present

HANUMAN CHROMOCOATES LTD

Designation: Accounts & MIS

June 2004-sep 2008

LCC INFOTECH

Designation: Senior Faculty

Aug 2003 – May2004

WEBEL ELECTRONICS COMMUNICATION SYSTEM

Designation: Computer Instructor

Aug 2002-Aug 2003

ANNEX COLLEGE OF MANAGEMENT STUDIES

Designation: Faculty for BCA Student

Aug 2001-Feb 2002

Skills Profile

Primary Skills :

Accounts	Balance Sheet Finalisation, Budgeting, Receivable & Payable, Debtors & Creditors, Fund requisition, Audit Queries handling, Inventory, Branch Accounting, BRS
E- Filling	Balance Sheet, P.Tax, TDS
Software	Tally ERP 9
Others	MIS, Budget, CMS, Student Database Management System

Additional Skill :

Operating System	Windows 7, Windows XP and below ,Linux
Database	MS-Access 2000, Oracle, FoxPro, dBase III+, SQL Server
Languages	Visual Basic 6.0, PowerBuilder 5.0, D2K, PHP, JavaScript, ASP, Tally ERP9, Fact
Other	PageMaker, Corel Draw, Photoshop, 3D Max , Image Ready ,Animator Studio ,Adobe Premiere, Flash ,Sound Forge, Microsoft office

	Master In Computer Application(MCA)	Completed MCA from IGNOU
2	Post Graduate Diploma in Computer Application(PGDCA)	Completed PGDCA from IGNOU
3	Bachelor of Commerce. (B.COM)	Completed B.COM from Calcutta University
4	Advance Diploma in computer Science (ADCS)	Completed Two Years Advance Diploma In Computer Science (ADCS) Course from LCC Infotech.
5	Scholarship from NIIT	Got Scholarship (BhabishyaJyoti) from NIIT and finished last two semester of DNIIT.
6	Hardware Course	Completed a hardware course from Stanley Infotech

Summary of Work

Description:

Vedanta Foundation

Accounts Manager, October 2008 - till now

- **Environment Used:** Windows
- **Software used:** Tally ERP 9, MS Office.
- **Team Members:** 4
- **Role:**
 - Worked as an Accounts Manager, East Zone
 - Super vise and responsible for Accounts of East Zone.
 - Monthly report entries from hard/ soft copies report to TALLY for MIS preparation
 - Prepared monthly/ quarterly/ half yearly / yearly Balance Sheet from Tally ERP 9.
 - Update online CMS software for students data base along with income and expenses.
 - Worked as a developer for integration of FCMH in messaging module of UBS
 - Preparing Zonal office imprest fund along with all the scan copies of bills & vouchers.
 - Preparing East Zone fund requisition for releasing FSC, Rent, Imprest fund, tour bills on time.
 - Sundry Debtors, their raise their expenses bill and collect the amount like VAL-Jharsuguda.
 - Solving H.O queries regarding their different types observation of East Zone.
 - Preparing data as per H.O requirement regarding their different types data of East Zone.
 - Center Performance and Zonal Performance discuss with Z.M.

Balance Sheet

- Solve the audit queries and their observation before finalise the YTD Balance Sheet.
- Implement all the adjust the all adjustable entries ordered by Auditor & H.O.
- All adjustment entry finalized in Tally.
- Preparation of final **YTD Balance Sheet for East Zone** from TALLY.

MIS

- Prepare the monthly MIS from the raw data which received from centers.
- All adjustment entry adjusted in MIS which finalized in Tally.
- Prepare the enrollments, income, expenses, band deposition details and adjusted to MIS.
- Preparation of final **YTD MIS for East Zone** from TALLY.

Budget

- Preparing previous 3 years data before preparing Budget.
- Budget vs Actual for last Financial year.
- Discuss with Z.M & Zonal Staff regarding last year performance of East Zone.
- Preparation East Zone budget with trial & error process and finalise the same after approved by H.O.

Audit

- Coordinate with Auditor for Audit Time and solve their every query.
- Solve the audit queries and their observation before finalise the YTD Balance Sheet.
- Implement all the adjust the all adjustable entries ordered by Auditor & H.O.
- Preparation of final YTD Balance Sheet for East Zone after solving their each and every query.

Filling to be handled directly:

- All H.O requirement/ H.O Formats
- E-filling of P.Tax for East Zone.
- Attending the hearing for P.Tax if required.
- Prepare many kinds of Format for clear picture of East Zone in different fields.
- Daily Communication with A.M as per requirement.
- Communicate with Admin for daily work.
- Manually Cash Book Preparing.
- Cash Book Sign with ZM.
- Every Cash voucher Sign with ZM.

Others

- Centre Closing Balance & Vouching note preparation month wise and send to Area Co-coordinator as well as Regional Manager
- HO, RM & AM reply as per requirement
- Coordinate with Auditor for Audit Time and solve their every query.
- Holiday List Preparation for Next Financial Year.
- Next Financial Year planning for center wise/ Region Wise / Zone Wise.
- Labour commission visit for hearing if required.

HANUMAN CHROMOCOATES LTD. Jun 2004 - Sep 2008

- **Environment Used:** Windows
- **Software used:** Tally ERP 9 , MS Office.
- **Team Members:** 3
- **Role:**
 - *Accounts & MIS,*
 - *Maintaining Accounts in Tally*
 - *Maintaining Inventory in Tally*
 - *Preparing MIS*
 - *Preparing Service Tax documents*
 - *Preparing TDS documents*
 - *Preparing Form C*
 - *Preparing form E*
 - *Preparing Sundry Debtors details*
 - *Balance Sheet Finalisation*
 - *Reply the audit queries*

LCC INFOTECH

Senior Faculty, Aug 2003 - May 2004

- Taking Computer Classes for advance courses
- Taking Computer Classes for Corporate staff
- Taking practical classes

WEBEL ELECTRONICS COMMUNICATION SYSTEM

Computer Instructor, Aug 2002 - Aug 2003

- Computer Instructor, for MPLAD Scheme
- Taking class for school students.
- Preparing study materials
- Preparing study materials

ANNEX COLLEGE OF MANAGEMENT STUDIES

Faculty for BCA Student, Aug 2001 - Feb 2002

- Taking class for BCA Students
- Taking Practical class for BCA Students
- Taking examination for BCA Students

Personal Information

Father's Name : Mr. Samar Mohan Chatteraj

Hobbies : Reading Sports Magazine, Computer Magazine, Photography

Date Of Birth : 11th July 1977

Gender : Male

Nationality : Indian

Present Address : 17/ 1, K.P Roy Lane, Tollygunge, Kolkata :700 033.

Extra-Curricular Activities:

- a) Played volley ball under West Bengal volley ball association.
- b) Played football for school team.
- c) Finished art course from Shilpam center of art for children.
- d) Qualified for Limca book of records for the second stage on 1991.
- e) Photography

Date : / /

Place : Kolkata

Sagar Chatteraj