

RESUME

PARASHAR CHATTERJEE
DUTTAPUKUR(SHIBALAYA)
WEST BENGAL
MOBILE NO-9874252993
chatterjeeeparashar790@gmail.com

CAREER OBJECTIVE

Looking forward to join a reputed organization where I can enhance my knowledge and skills by working with complete honesty and dedication.

EDUCATIONAL QUALIFICATIONS

Academic Qualifications

2012 completed graduation B.A(Hons) with 45.75% from Calcutta university.
2008 completed Higher Secondary Examination from W.B.C.H.S.E with 61.50%.
2006 completed Secondary Examination from the board of W.B.B.S.E 56.30%

Professional Qualification

2014 completed a professional course in Hard-ware & net-working(JCHNP) from Jetking(Bidhan nagar).

I also completed TALLY ERP9 from Tally academy. Knowledge about GST,TDS,TCS.
Knowledge about full Microsoft Office. I have also knowledge about "PRISM" Accounting software.

WORK EXPERIENCE

I have total **4 years 9 months** experienced in Accounts profile only. I have worked for about **1 year 3 months** in a poultry firm "**Basu chicks & feed Pvt Ltd**" as a Accountant (22 December 2015 to 2017 February). There my responsibilities was maintain full company accounts through "Tally Erp9" software, & feed production maintain in "POLOXY" software. After that now I am working in a **Chartered firm "Finshort"** as a Senior Accountant cum GST advisor for about (**2017 March to 2021 at present**). Here my responsibilities are maintained client's accounts through "Tally Erp9", & GST return submission etc. Working knowledge about **TALLY PRIME**.

TECHNICAL SKILLS

TALLY PRIME / TALLY ERP9(Latest version)

- Knowledge about Purchase, Sales with GST, Debit note, credit note entries, purchase order, sales order processing, GST return filling.(Gstr 3b, 1)
- Knowledge about GST Annual return (GSTR 9).
- Knowledge about BRS (Bank reconciliation statement).
- Knowledge about full Manufacturing part.
- Knowledge about TDS entry related with TALLY ERP9 & TALLY PRIME. Monthly TDS online payment (challan 281 filling).
- Knowledge about TDS return submission 26Q only.
- EWAY- BILL generating.
- Working knowledge about Tally ERP9 6.6.3 & **TALLY PRIME**.

- Knowledge about ITC-04(Job work return) filling.
- Knowledge about GST Export related issues. (RFD 11, RFD 01)
- Knowledge about **Tally synchronization & Remote access.**
- knowledge about PF, ESI return, P-TAX payment & return.
- Fluent knowledge about invoicing, GST related matters with Tally latest release of **TALLY PRIME.**

MICROSOFT OFFICE 2007

- Knowledge about MIS report creation in MS Excel.
- Working knowledge about MS Excel formulas used in corporate area (V-lookup, H-lookup, Pivot table, Subtotal, Scenario manager etc).
- Knowledge about Spreadsheet creation in MS Excel.
- Knowledge about MS PowerPoint presentation.

COMPUTER NETWORKING

WINDOWS BASED NETWORKING(2K8)

- Designing & Management of Server Based Network.,
- Good knowledge of Network Topologies.
- Implement the IP Addressing Scheme by **Sub netting.**

PERSONAL INFORMATION:

Name : Parashar Chatterjee
Date of Birth : 23th nov,1989
Father's Name : Late Aniruddha Chatterjee
Nationality : Indian
Marital Status : married
Hobbies & Interests : Browsing internet,pcgames,singing
Permanent Address :Duttapukur(SHIBALAYA),p.o-Adi-Kashimpur,North 24

parganas,Pin-743248,Westbengal.

Declaration:-

I, PARASHAR CHATTERJEE do here by declare that the details furnished above are true to the best of my knowledge and belief.

Date:

Signature:

RESUME

