DEBJIT DEY

BE-12/3,SUBHASIS APPARTMENT ,DESH BANDHU NAGAR BAGUIATI

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Summary

Accomplished Accounts receivable associate with a high degree of professionalism and strong problem resolution capabilities. Maintained 100% accuracy in control of debit & credit clients. Proficient in collecting amount & maintain minimum outstanding of the organization .

Highlights

* Outstanding control
* Receivable management
* BRS
* Regularly cash deposited into bank
* Proactive
* Self-motivated
* Detail-oriented

Responsibilities as Accounts Receivable

* Regularly cash Deposited into bank & same updated into Saap moduler 1
* Responding to all debtors for their outstanding via mail & telephonic conversation
* Reporting daily for outstanding to the management periodically.
* Daily received liquid cash & other mode of payment.

Analyst - Year 2010 to 2015

Sontoshime Enterprise

Responsibilities as Accounts Executive Specialist:

* Reporting out Gl
* Daily passed entry in tally for purchase & sales bill entry
* Issuing Debit notes to the Creditors for the cheque dishonored purpose
* Communicating with the Creditors for their dues daily basis.

Cashier Associate - Nov 2015 to Sep 2017

Suraksha Diagnostic Pvt. Ltd. – Kolkata, IN

Responsibilities as cashier

* Daily basis collected liquid cash from front office staff and Phlebotomists
* Posting entries in Aaxapta as well as data put in excel sheet
* Daily basis receivable entry posted in tally Erp 9
* Maintain petty cash for the branch

**Accounts** **Executive**-**Nov** **2017** **to** **October** **2020**

**Metropolis** **Healthcare** **Ltd**-**Kolkata**

* Following up with customer for their dues.
* Preparing aging data for credit clients after the ending of a every month
* Responsible for collecting cash from clients everyday and which is same deposited into bank
* Preparing weekly dashboards for cash reconciliation and same reported to our head.
* Daily posted Receivable entry in Saap modular 1

Accounts Officer – November 2020 to still working

Oncquest Laboratories Ltd – Kolkata, IN

Responsibilities:

* Maintaining aging report for credit clients for every month
* Creating vouchers and money receipts.
* Posting entry of cash and other mode of entry in saap daily basis
* Preparing petty cash for the branch after end of the fifteen days of every month

Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | School/college | Board/university | Percentage | Year |
| B.Com(Hons) | Gurudas College, Kolkata | Calcutta University | 43 % | 2009 |
| XII | Chittaranjan Colony Hindu Vidyapith, W.B.C.H.S.E., Kolkata | W.B.C.H.S.E | 58.5% | 2006 |
| X | Chittaranjan Colony Hindu Vidyapith, W.B.C.H.S.E., Kolkata | W**.B.B.S.E.** | 65% | 2004 |

Computer and Software Proficiency:

* Experience in MS Office (Word, Excel, Outlook & PowerPoint)
* Worked in SAP, Tally 7.2

Personal details:

Father Name : Sanjib Dey

Date of Birth : 18th June1987

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Passport Availability : Non available

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place:

Date: Signature:………………….