# ***PROSENJIT HALDER***

# ***Mobile: 9088654049/8585951858***

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***CAREER OBJECTIVE:***

***To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. My aim to create meaningful contribution to the organization through my experience ,skill and abilities and to continuously improve on my professional knowledge and skill.***

***PROFESSIONAL SYNOPSIS***

* ***Result Oriented Professional possessing nearly 8+ Years Experience in Career.***
* ***Smart working, Competent & Efficient.***
* ***Corporate, Production House and Construction Sites Experience, Professional Qualification, Problem Solving Ability with Analytical Skills, Attitude towards work and company.***
* ***Capacity to make balance between personal and professional life.***

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***EMPLOYMENT SCAN OF CURRENT ORGANIZATION:***

***Name of the Company OSCAR LIFESTYLE PVT LTD***

***Designation Accounts Officer***

***Duration From Nov’2018 - Till Date***

***ROLES & RESPONSIBILITIES***

* ***Preparation of operational budgets- budgetary control through perpetual monitoring with actual.***
* ***Monitoring the Purchase Accounting-GRN , AP through TALLYERP .***
* ***Monitoring inventory controlling system of respective group companies ( Oscar Lifestyle Pvt Ltd & W&G fashion Pvt Ltd and Netword industries ltd . )***
* ***Funding for suppliers Outstanding and ensuring payment to suppliers according to priority /essentiality.***
* ***Overall supervision various segment of accounts- reconciliation & finalization , Profit & Loss A/c, statutory part (TDS & GST payment & filling processing)***
* ***Ensuring regular statutory /legal compliance; deduction and payment of GST, TDS etc, wherever applicable.***
* ***Operating of internal auditing.***
* ***Day to day monitoring of Revenue collections and credit control & supplier payment against outstanding.***

***EMPLOYMENT SCAN:***

***Name of the Company Electrical Manufacturing Corporation Ltd***

***Designation Accounts Co-Ordinator(H.O)***

***Duration From Aug’2015 - Nov’2018***

***ROLES & RESPONSIBILITIES***

* ***Preparation of operational budgets- budgetary control through perpetual monitoring with actual.***
* ***Monitoring the Purchase Accounting-GRN , AP through SAP .***
* ***Monitoring inventory controlling system of allocated projects.***
* ***Funding for suppliers Outstanding and ensuring payment to suppliers according to priority /essentiality.***
* ***Overall supervision of corporate and project accounts from Corporate Office [H.O].***
* ***Overall supervision various segment of accounts- reconciliation, Cash book monitoring, Profit & Loss A/c, statutory and coordination with annual projects auditing.***
* ***Ensuring regular statutory /legal compliance; deduction and payment of GST, TDS etc, wherever applicable.***
* ***Operating of internal auditing.***
* ***Day to day monitoring of Revenue collections and credit control & supplier payment against outstanding.***

***Name of the Company IIHM;Delhi***

***Designation Accounts Officer***

***Duration From Sept’2014 - Jul’2015***

***ROLES & RESPONSIBILITIES:***

* ***Preparation of capital revenue and operational budgets- budgetary control through perpetual monitoring with actual.***
* ***Monitoring the Purchase Account, GRN create against Invoice , Bill processing in Tally 9 & ERP.***
* ***Negotiation, monitoring and servicing of debts with Banks and Financial Institutions, as and when needed.***
* ***Managing various type of Fund for the company.***
* ***Overall supervision of accounts of Delhi, Jaipur, Hyderabad & Smart Edusol Services Pvt.Ltd.( sister concern of IIHM).***
* ***Overall supervision of accounts reconciliation, preparation of balance sheet and coordinating statutory and annual audit process.***
* ***Ensuring regular statutory /legal compliance; deduction and payment of P.F, Service Tax, TDS, Luxury Tax, V.A.T etc, wherever applicable.***
* ***Arranging suppliers credit and ensuring payment to suppliers according to priority /essentiality.***
* ***Day to day monitoring of Revenue collections and credit control.***

***Name of the Company Future Retail Ltd***

***Designation Team Leader***

***Duration From Jan’2011 - Sept’2014***

***ROLES & RESPONSIBILITIES:***

* ***Assisting in Managing Fund for the company.***
* ***Preparation of operational budgets, Bill booking, issue GRN number against Invoice.***
* ***Preparation petty cash expenses with Calculation of the store Income & Expenditure .***
* ***Performed accounts payable & Receivable functions .***
* ***Monitoring the sales report, collections of Revenue.***
* ***Responsible for internal and operational audit.***
* ***Day to day monitoring of bill collections and credit control.***

***PROJECT:***

***Project completed with “An Analysis of Working Capital Management” in retail industry under FUTURE RETAIL LTD.***

***Name of the Company MDPC Pvt. Ltd***

***Designation Accounts Department***

***Duration From Oct’2010 – Jan’2011***

***ROLES & RESPONSIBILITIES***

* ***Leading mentoring & monitoring the performance of the team members to ensure the efficiency in process operation & meeting of individual & group Target.***
* ***Creating and sustaining a dynamic environment that foster development opportunity and motivates high performance amongst team members.***

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***PROFESSIONAL QUALIFICATION:***

***2014 Completed MBA Finance from Vidyasagar University.***

***2009 Completed Certified Industrial Accountant (CIA) MS in Accounting.***

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***SCHOLASTICS:***

***2009 Completed Graduation from N.H.L.P Collages Konnagar under University of Calcutta.***

***2005 Completed Higher Secondary Examination from Commerce from N.H.L.P Collages Konnagar under W.B.C.H.S.E Board.***

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***TECHNICAL SKILL:***

* ***Conversant with Microsoft Word, Excel, Access, PowerPoint, Outlook Express***
* ***Financial Accounting Software –Tally ERP 9, ERP , SAP etc.***
* ***Internet application***

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***STRENGTHS***

***Good Communication Skill.***

***Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.***

***Sincere &Smart working.***

***Comprehensive problem solving abilities.***

***Good Leadership Skills.***

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***HOBBIES:***

* ***Surfing Internet***
* ***Listening to Music***
* ***Painting***

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***PERSONAL DOSSIER:***

***Date of Birth : 29th june1984***

***Fathers Name : Lt. Sri Asit Halder.***

***Gender : Male***

***Languages Known : English, Bengali and Hindi***

***Address : 10 D Jhil Path, Nabagram ,Konnagar, Hooghly , Pin-712246***

***Declaration - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.***

***Date: 16.07.2019***

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*Place: Konnagar (PROSENJIT HALDER)*