

BISWAJIT PARIJA
Contact No.: +917504673698
Email Id: parija.biswajit@yahoo.com
Skype: biswajit.parija4

ACCOUNTANT

Looking forward to challenging assignments in Finance Sector where a strong background in accounting operations management can be put to the best use

SUMMARY

A dynamic and resourceful professional with more than 9 years of experience in accounting operations managements. Possesses in-depth knowledge about accounting & financial processes, and has the capability to efficiently deal with matters related to Sales Tax , PF, ESI, Pro Tax and MIS.

KEY SKILLS

- Accounting & Financing Knowledge
- Accounts Receivables & Accounts Payables Management
- Financial Report & Statements Preparation
- SALES TAX , PF, ESI, Pro Tax and MIS Handling
- Good Organizational & Management Skills
- Team Motivation
- Multi-Tasking
- Hard Work & Honesty
- Individual as well as Team Play

PROFESSIONAL EXPERIENCE

1. GOVIND RUBBER LIMITED , CUTTACK

Jul 2009 till Date

Designation: Branch Accountant

Job Responsibilities

- Handling billing and payment
- Managing cash, credit notes, and debit notes
- Ensuring stock entry
- Dealing with Bank Reconciliation, H.O V/s Branch Reconciliation
- Handling Sales Tax, PF, ESI, Pro Tax and MIS

2. RAJPROTIM AGENCY PVT. LTD. (C/O CASTROL INDIA LTD.)

Jan 2007 to Jul 2009

Designation: In-charge & Accountant [of Industrial Stock Point (ISP) of Castrol]

EDUCATIONAL QUALIFICATIONS

- Post Graduate Diploma In Computer / TALLY 7.2 & ICA

- Bachelor of Commerce from City College (Utkal University), Cuttack, Orissa in the year 2006
- Intermediate in commerce from City College (Utkal University), Cuttack, Orissa in the year 2003

IT SKILLS

- Tally
- Boltzmann ERP
- J.D. Edwards
- MS Office (Word and Excel)
- Internet Surfing

PERSONAL DETAILS

- ❖ **Date of Birth** : June 20, 1984
- ❖ **Address** : At-Kazipatana, Post- Uttampur, Dist- Cuttack
Orissa, PIN-753011
- ❖ **Languages Known** : English, Hindi and Oriya