

## TUSHAR KANTI DAS

F/M-17, Sarada Pally

Jyangra, Baguihati

Kolkata-700 059

West Bengal

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6291172377

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tushardas13@yahoo.in

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A self-motivated & hard working Accountant with a wide range of experience in the Accounts Department. Able to work on own initiative and as part of a team. Proven accounting skills in the organization.

**KEY SKILLS & EXPERIENCE:** More than 15 years experience in Accounts & 10 years in Finance sector.

**PRESENT EMPLOYMENT :** Working with renowned organization in finance sector **M/S. POONAWALLA FINCORP LIMITED (FORMERLY KNOWN AS MAGMA FINCORP LIMITED)** as an SENIOR EXECUTIVE IN OPERATION DEPARTMENT based at Kolkata from April 2011 – till date.

**JOB RESPONSIBILITIES :**

1. Disbursement of Loan by maintaining TAT strictly.
2. Auditing of Files/Raise discrepancy if any & solve the matter after getting approval mail/documents from related authority.
3. Depositing Cheques & ACH MANDATE to PDC dept for registration of ACH MANDATE.
4. Preparing ACH MANDATE through checking with Collateral Cheque given by the customer for depositing concerned dept.
5. Redepositing ACH MANDATE by data modification in system as per requirement which has been rejected by bank for any specific reason.
6. Preparing MIS of Loan Disbursement & Repayment.

**PREVIOUS EMPLOYMENT :** Worked with renowned Export organization **M/S. MALLCOM INDIA LIMITED** as an Accounts Executive based at Kolkata.

**JOB RESPONSIBILITIES :**

1. Maintained Books of Account.
2. Update Bank Balance with B.R.S.
3. Finalization of Creditors Payment through fund Management.
4. TDS related job.
5. Import Payment.
6. Preparing of Voucher & Cheque for creditors payment, Preparing Purchase Order & Purchase Bill checking, Preparing Sales Invoice, Salary Register.
7. All accounting Entries,
8. Preparing of Creditors List, Weekly Wages Sheet
9. Vat, Way Bill & C. Form related job, Bank & Cash related job.

**WORKING PERIOD :** From April 2003 - March 2011

**PREVIOUS EMPLOYMENT :** Worked with **M/S.SENCO GOLD** as an Assistant Accountant.  
**(Working Period-5 Years)** Dealing with Gold Management Software System.

**TRAINING COURSES :**

- Ex-Next Generation (TCS Accounting Package).
- Tally (7.2).
- Oracle ERP System.

**ACADEMIC QUALIFICATION :**

- Bachelor Of Commerce ( Pass)

**COMPUTER KNOWLEDGE :**

- MS-Office/Excel

**PERSONAL DETAILS :**

Father's Name : Late Shri Biman Bihari Das

Nationality : Indian  
Date of Birth : 13<sup>th</sup> May 1968  
Marital Status : Married

Date :

Place : ( Tushar Kanti Das )