



CONTACT DETAILS

NAME: SUPRIYO BHANJA

Present Add: 337, Purba Anandapally, PO-Purba Puriary, Kolkata-700093

PH. NO.: 9088826115

PERSONAL DETAILS

FATHER's NAME: LATE. MR. DILIP KR. BHANJA

DATE OF BIRTH: 28th May, 1982

NATIONALITY: Indian

SEX: Male

MARITAL STATUS: Married

LANGUAGE KHOWN: Bengali, Hindi, English

PRESENT WORKING EXPERIENCE

Poonawalla Fincorp Ltd.(H.O-Kolkata), as Assistant Accounts Manager

Work Profile

- To process of capital & revenue payment of external vendor & internal employees
- Financial accuracy check with respect to authority matrix
- Identification of areas of revenue leakages, cost reduction & fraud control
- Communication & liasoning with other departments to convey his/her expectations & to bring about necessary resolution
- Finalization of customers a/c according to management approval & departmental advice
- Rectification of customers insurance a/c after verification
- Trade advance reconciliation with system & credit department, and release the payment according to management approval
- Verification & rectification of customers transaction a/c according to branch office advice
- Reconciliation customers credit statement of credit dept with system statement
- Reconciliation bank statement with system statement
- Check up bills, vouchers and release the payment accordingly
- Giving instructions & training to juniors
- Making co-ordination & proper communication with management, seniors, other departments & branches
- Advance statement recon & release payment
- Repossession tracker maintenance,
- Disbursement of exp. bills like medical, tour & travels, conveyance, petty cash and etc.

Work Period

From Year 2008 (March)-Present

PAST WORKING EXPERIENCE

Ion Exchange Infrastructure Ltd.(H.O) as Accounts Executive.

Work Profile

- Daily transaction entry, cash & bank reconciliation
- Making reports for P.F., E.S.I., P. Tax, Service Tax, Sales Tax &

- arrangement for payment
- Sundry Debtor & Creditor reconciliation
- Co-ordination with seniors, consultants & other department
- Invoicing & bill checkup of the vendors & suppliers, reconciliation the vendor transaction

Work Period

From Year 07-08

Ultrasure Technology & Appliances India Ltd.(R.O) as Accounts Executive

Work Profile

- Sundry Debtor & Creditor reconciliation
- Daily transaction entry, cash & bank reconciliation
- Audit of franchisee accounts
- Branch & godown stock report preparation
- Supply of franchisee materials in time & controlling franchisee transaction
- Preparation of statutory report for Sales Tax, Service Tax, P.Tax, P.F., E.S.I.
- Assisting to superior for finalization of books of accounts.
- Part of office administration like timely arrangement of payment of P.F., E.S.I., P. Tax, Service Tax, Sales Tax
- Part of office support like customer complain handling & depute of service person against complain received and attending service meeting etc.

Work Period

Year 2002 – 2007(May)

S. Kumars Dot Com (e-study & e-community centre, civil construction) **as junior accountant.** (As a Part Timer)

Work Profile

- Cash & Bank handling with reconciliation
- Daily transaction entry
- Co-ordination with senior & consultants regarding sales tax & service tax
- Co-ordination with other departments
- Giving support to the operators regarding DTP work & auto cad drawings, assisting hardware & network engineers

Work Period

Year 2000 – 2002

Qualification

B.COM (2003)

Others Qualification

- Diploma in Software programming. (SQL, ORACLE JAVA, VB, C++, C)
- Desk Top Publishing (Photoshop, Corel Draw, PageMaker, Freehand)
- Knowledge in AUTO CAD.
- Knowledge in hardware & networking.
- MS Office, Tally software

Extra Qualification

- Junior diploma in Tabla
- Junior diploma in Drawing & Crafting.