**RESUME**

**SUMAN MANIMI**  
 Waverly line no. 2/93

Post: Shyamnagar.

Dist: North 24 (pgs)

Pin: 743127. (West Bengal)

**Contact No.** +918013590099. Email: sumanmanimi@gmail.com

### Career Objective:-

To explore the experience with you Organization, this will enable to prove myself.

### Career Summary:-

### -A analytical and honest professional with knowledge in Accounts for 5 years such as Account Assistant or Junior Accountant in Tally ERP 9 and Data Entry Operator in MS Office Tools. -Proficient in team member, determined & quick learner with good interpersonal skill.

### Personality Traits:-

- Self motivated and patienceful.  
- Good communication skills.  
- Ability to work in group as well as in team.

### Key Responsibilities handled:-

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.  
- Verification of bills & reconciliation of total turnover.

- Updating the Inventory in Software as well as in Excel.

- Data Entry works in MS Word & Excel.

- Maintaining Stock in Tally ERP system.  
- Debtors & Creditors Reconciliation.  
- Maintain cash transaction & petty cash book.  
- Day to day cash & bank transactions. - Preparation of Cheques, Deposit Slips and Other Work Related to Banking.  
- Preparing outstanding list of Debtor & making Payment follow-up.  
- Preparing of Tax invoices.  
- Sales & Purchase total reconciliation of accounts calculating VAT.  
- Reconciliation of Bank Statement at the end of month. - Preparation of Due Date Charts for Various Utility Bills Payments.  
- Making calls to Client / Customer / any person for follow ups related to Suppliers Invoices etc.

- Online VAT Payment, Service Tax Payment.

- Online Net banking Transfers like NEFT and RTGS.

**Technical Knowledge:-**

-Computer Operating- Windows 2007, XP.

-Proficient in MS Office application like Word & Excel, Internet Basics (Course pursued from G4 Education Technology).Working knowledge with software likely Tally 9.0 & Tally ERP 9.

### Employer:-

-Worked as Account Assistant in Shree Deepak Transport Company from Nov-2009- 31ST Oct-2014.  
-Worked as Account Assistant in Shree N.S. Powder Mill from Dec-2008- Nov-2009.

### Academia:-

- Graduation (B.A.) from Calcutta University in 2007  
- HSC in April 2004 from J.C.R. High School.   
- SSC in April 2002 from J.C.R. High School

### Personal Details:-

### Father’s Name – Damodar Manimi Language Spoken – English, Hindi, Telugu and Bengali. Date of Birth – 6th July 1985. Nationality - Indian Marital Status - Single. Gender – Male.

### Declaration:-

Given an opportunity, I concept myself to be positive contributor to the organization, I

Am confident as you will find my attitude the most amicable, supportive & sincere to

Perform the duties assigned to me up to your satisfaction.

Date: 16.02.2015 Thanking You

Place: KOLKATA. Suman Manimi