

SIBANEE DAS

ACCOUNTANT



CAREER OBJECTIVE

Seeking an Executive position in Accounts and utilizing exceptional analytical and communication skill. Long-term objective is to manage branch or department of finance institution.



EXPERIENCE

- **1 year experience as an Accounts Assistant in Filternox system's pvt.ltd. from dated 8th November 2019 to 31December 2020.**
- **Working as an Accounts executive at Rajpath financial services pvt.ltd. from dated 26th July 2022 to til now.**

KEY RESULTS:

- Process journal entries and correct records to ensure accuracy
- Maintained the general ledger and balance sheet across accounts receivable, accounts payable, cash accounts, and fixed assets.
- Preparation of GST report for GST return
- Payment of TDS & TCS
- Process of purchase & sales entries with physical verification of stock
- Collected and analysed client's data and financial transactions documenting accounting control procedures.
- Maintained financial records and ensure proper recording of operations required to the financial workflow
- Cash flow statement observation
- Petty Cash Management
- Statutory payments like EPF, ESI, and Professional Tax.
- Preparation of staff salary, attendance sheet, outstanding report etc.
- Mentored junior accountants with bi-weekly feedback sessions
- Adhered to departmental controls and regulations and maintained ethical conduct at all times.



CONTACT

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EDUCATION

IGNOU New Delhi, India.

(2019 - 2022)

Master in commerce (MCOM)

**R D Women's Auto college,
Bhubaneswar, Odisha (2013-
2016) Bachelor in commerce
(BCOM)**

**NICET Bhubaneswar, Odisha,
India (2016-2017)**

*Post graduate Diploma in
Computer Application
(PGDCA)*

**LCC, Bhubaneswar, Odisha,
India.(2015)**

Tally Course

**Rama Devi Women's junior
College, Bhubaneswar, Odisha,
India. (2010-2012)**

*Intermediate in
commerce(ICOM)*

**Govt High school unit-2 BBSR,
Odisha,India.(2010)**

Matriculation



SOFT SKILLS

- Good Communication skills and ability to present complex information in an easy to understand format
- Quick Learner
- Leadership qualities & smart working nature
- Ambitious, Creative and Dedicated to work.



HARD SKILLS

- Working knowledge of Excel, Words, Internet, Email etc.
- Working knowledge with Accounting software Tally ERP 9,Fact software.