

RAJKUMAR DAS

S/O-BAMAN CHARAN DAS,AT-NAHAN,PO-HARIPUR,JAJPUR, ODISHA,PIN-755005

E-Mail ID: rkdas3313@gmail.com, imraj कुमार@yandex.com

Contact number: +91-9038270855, 8240054201

To create a career in Finance, Accounts and Taxation. I strive to development of the organization simultaneously improving my skills. I would like to grow to a leadership position in the organization associated with and make a meaningful contribution to the organization and society.

PROFESSIONAL EXPERIENCE

(Having 5+ years of experience with Finance, Accounts & Taxation)

- Working as Accounts Officer (Finance and Accounts) with Acme Cleantech solution Pvt.Ltd, from 31st Jan 2017 to Present.
- Worked as an Accountant with SHREE DURGA TRADING CO. from 16th May 2016 to 30th Jan 2017.
- Working with KAY & KAY ASSOCIATES, A firm of Chartered Accountants as an Accounts & Audit Assistant from 19th March 2013 to 15th May 2016. (3 year+)

RESPONSIBILITIES:

- Hands-on experience with Finalization of Balance Sheet.
- Accounting of vendor invoices with purchase order and without purchase order (with Cost center and GL account).
- Posting of Contractor bills on a daily basis.
- Posting employees reimbursements (TA bills, Medical bills, Petrol bills etc.)
- Checking the double accounting, wrong accounting and making the correction before the month end closing.
- Analysis of Debtors and Creditors-Ageing, Recovery Period, Balance Confirmation Procedures.
- Preparation and review of various reconciliation statement e.g. BRS, Vendor & stock.
- Checking & Establishment of internal control system.
- Deduction of TDS and paid the same on time.
- Filing of GST returns, TDS Returns.
- Preparation of monthly and quarterly budgets of administrative overhead expenses.
- Checking the Budget and actual during month end and quarter end and also preparing report of variance analysis to Management.
- Making PR & PO.
- Planning, Assign & Review the Staffs work.
- Preparing MIS report.
- Conducted statutory audit of different Banks and Companies.
- Good experience in Internal Audit.
- Conducting Concurrent, Revenue and Special Audit of several Banks.
- Conducting Stock audit of Different Organizations.

PROFESSIONAL AND EDUCATIONAL QUALIFICATION

QUALIFICATION : CA Inter
: B.COM (Acct.Hons)

SYSTEM KNOWLEDGE

- Excellent knowledge of Financial software packages **SAP 6.0 plus**.
- Good knowledge of accounting packages: Tally ERP9.
- Proficient with the use of MS Office i.e. Excel, word, power point, etc.
- Completed 100 hours of mandatory IT training and 100 Advance IT training coordinated by ICAI.

PERSONAL STRENGTH

- Proactive and deeply committed towards work, self-confident and possibility thinker. Excellent communication skills in written and verbal both.
- Quick learner, excellent analytical skill, able to grasp new ideas, concepts and methods.
- Remarkable patience and skillful in handling the cases.
- Good team player.

PERSONAL DETAILS

- Date of Birth : 12th May 1992.
- Sex : Male
- Language known : English, Hindi, odia and Bengali.
- Hobbies : Playing Cricket & Reading Books.

I hereby declare that all the above information is true to the best of my knowledge and belief.

Place: Kolkata
Date: 05.08.2018

Signature
(Rajkumar Das)