

Prosenjit Chakraborty

Assistant Accounts - Steer Overseas Pvt. Ltd

Kolkata, West Bengal - Email me on Indeed: [indeed.com/r/Prosenjit-Chakraborty/b67f655031916d18](https://www.indeed.com/r/Prosenjit-Chakraborty/b67f655031916d18)

To work with a professionally managed organization which will give me scope to learn and enhance my skills so as to rise and emerge with the best, which will add value to the Organization and myself.

WORK EXPERIENCE

Accounts Executive

SAF FERMION LTD - Kolkata, West Bengal - June 2013 to Present

MY PRESENT JOB PROFILES ARE CASH & BANK ACCOUNT MAINTAIN, BRS, VAT, CST, TDS, SERVICE TAX, ETC.

Assistant Accounts

Steer Overseas Pvt. Ltd - Belur, Tamil Nadu - June 2010 to Present

2010 to continue.

❖ Worked with L.S. Davar & Co as in Assistant Accounts from June 2009 to June 2010

RESPONSIBILITIES IN ACCOUNTS DEPARTMENT:

To maintain branch Petty cash expenses, Bank related work with BRS, Stock Journal with VAT & CST, TDS, Service Tax, Data Management in Excel, Internet, e-file assist, Outlook express etc.

COMPUTER SKILLS:

- ❖ Operating knowledge in MS office 2000 & 2003.
- ❖ Operating knowledge in Internet.
- ❖ Master Financial Accounts Course - Tally.ERP9, ACE, Accord, Fact etc. from Belur Ramakrishna Mission Computer centre.

EDUCATION

B.com in Accountant

Calcutta University - Kolkata, West Bengal
2008