

Soumik Maity

Accountant - Nandhana Grand Hotels (India) Pvt.Ltd

Bangalore, Karnataka - Email me on Indeed: [indeed.com/r/Soumik-Maity/568f1297a172851e](https://www.indeed.com/r/Soumik-Maity/568f1297a172851e)

To achieve the highest peak in the field by joining an organization where talent, hard work and creativity is given priority.

◆ Educational Qualification ◆

Examination Board Institution Year of Passing Percentage

10th West Bengal Board of Secondary Education Kalindi Union High School 2002 65%

Higher Secondary West Bengal Board of Higher Secondary Education Kalindi Union High School 2004 55%

B.Com. Part I (1st year&2nd year) Vidyasagar University, West Bengal Prabhat Kumar college, Contai 2005 45%

B.Com. Part II (3rd year) Vidyasagar University, West Bengal Prabhat Kumar college, Contai 2007 48%

◆ Professional Qualification ◆

Certified Industrial Accountant from Institute of Computer Accountants, Indiranagar.

- > Advance Practical Accounting
- > Taxation
- > Cost Management
- > Banking

WORK EXPERIENCE

Accountant

Nandhana Grand Hotels (India) Pvt.Ltd - May 2013 to Present

2013.

- > Working Area: Maintain Account of 50 rooms with three Banquet Hall & one Embers Restaurant and Wagga Restaurant.
- > Night Audit
- > Day to Day account maintain
- > Payment & Return of Luxury Tax
- > Vat Return
- > Professional Tax
- > Service Tax
- > TDS
- > Advance Tax

Account Executive

Greendot Digital Films Pvt. Ltd - December 2012 to March 2013

Working Area: Maintain account of Institute (Frameboxx Animation / Visuals Effects Pvt. Ltd.)

- > Day to day maintain account, prepare Students receipt, invoice
- > Prepare vouchers, requisition certificate, collection report, invoice report
- > Payment & Return of Vat, Luxury Tax, Professional Tax, TDS

Worked as a Accountant

Kountheya Hotels Pvt. Ltd - November 2011 to November 2012

Working Area: Maintain Account of 45 rooms with three Banquet Hall & one Restaurant.

- Day to Day account maintain
- Payment & Return of Luxury Tax
- Vat Return
- Night Audit
- Professional Tax
- Service Tax
- TDS
- Advance Tax

Assistant Accountant

Pink Feather Hotels Pvt. Ltd - Koramangala, KARNATAKA, IN - October 2009 to November 2011
at Koramangala

Junior Accountant

I & A Consultant - Bangalore, Karnataka - January 2009 to September 2009

EDUCATION**Industrial Accountant**

Institute of Computer Accountants
January 2009 to September 2009

B.Com.

Prabhat Kumar college - Contai, West Bengal
2007

B.Com.

Prabhat Kumar college - Contai, West Bengal
2005

ADDITIONAL INFORMATION**◆ Key Skills ◆**

- Maintain Purchase & Sales Book, preparing Vouchers
- Handling Account Receivable and Payable
- Handling of Debtors, creditors & Vendors payment.
- Maintain cash & bank book, Preparing Bank Reconciliation Statement
- Reconcile of Bank, cash, sundry debtors, sundry creditors and credit card
- Filling of Vat, Luxury Tax, Professional Tax, TDS
- Preparing monthly payroll & reimbursement of Employees

◆ Computer Skill ◆

- Operating System: Windows 98, Windows XP.
- Application Software: Ms Office 2003, Ms Excel, Ms Power Point & Internet. Certificate of Financial Account

➤ Accounting Package: Tally.ERP 9.0, Tally7.2, Athithi (Hotel Billing Software) & Wish Express, Toushe Report, Networxx and Frameboxx

◆ Strength ◆

- Hard Worker.
- Positive attitude and open minded to learn new thing.
- Quick learner and easily adoptable to new environment.
- Punctuality and target oriented person.