

Gautam Mandal

Accountant - Delgence Technologies Pvt. Ltd

Kolkata, West Bengal - Email me on Indeed: [indeed.com/r/Gautam-Mandal/af1c28571a8c4126](https://www.indeed.com/r/Gautam-Mandal/af1c28571a8c4126)

To work in an organization where I am able to contribute the organization's growth and profitability with my skills and in turn to get an opportunity to gain exposure and expertise that would help me to build a successful career.

Professional Exposure

WORK EXPERIENCE

Accountant

Delgence Technologies Pvt. Ltd - January 2015 to Present

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Maintain up-to-date billing system, generate and send out invoices, follow up on, collect and allocate payments.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Maintain accounts receivable customer files and records.
- Reconcile accounts payable transactions, monitor accounts to ensure payments are up to date.
- Communicate with customers via phone, email, and investigate and resolve customer queries.
- Provide supporting documentation for audits.

Accountant and Data Entry Executive

- October 2010 to December 2014

Post transactions to journals, ledgers and other records.

- Handling of Petty cash, track expenses and process expense reports.
- Reconcile various advances and pre-payments account MIS & Reporting.
- Maintain vendor files, correspond with vendors and respond to inquiries.
- Prepare and process electronic transfers and payments.
- Report to management regarding the finances of establishment.

EDUCATION

Bachelor of Commerce in Commerce

CALCUTTA UNIVERSITY - Kolkata, West Bengal

Industrial Accountant

THE INSTITUTE OF COMPUTER ACCOUNTANTS

SKILLS

EMPLOYEE RESOURCE GROUP (Less than 1 year), ENTERPRISE RESOURCE PLANNING (Less than 1 year), ERP (Less than 1 year), MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year)

ADDITIONAL INFORMATION

COMPUTER KNOWLEDGE

- Be familiar with Microsoft office, Windows XP, Tally ERP 9. Internet.