

Pabitra Das

Accounts Executive

Hugli, West Bengal - Email me on Indeed: [indeed.com/r/Pabitra-Das/855f5eb7c74f0f26](https://in.linkedin.com/in/Pabitra-Das/855f5eb7c74f0f26)

WORK EXPERIENCE

Accounts Executive

MAYUR INTERNATIONAL - Kolkata, West Bengal - August 2011 to August 2011

August 2011 to continue

- Prepared Trading, Profit and Loss, Balance Sheet & Cash Book.
- Prepared Revenue, Expense, Bill, BRS, and other Accounting Document.
- Prepared VAT & CST Returns.

2) CHAKRABORTY CONSULTANT: Serampore

EDUCATION

B.Com. in Industrial Accountant

Calcutta University - BIDHAN CHANDRA COLLEGE - Kolkata, West Bengal
2008

MAHESH HIGH SCHOOL

2002

ADDITIONAL INFORMATION

Key Skills

Manual Accounts

- Journal & Ledger register maintain
- Cash book (single / Double column) & BRS
- Purchase and Sales Register
- Stock Book Register
- Input and output VAT Register
- Manufacturing Accounts
- Trial Balance
- Trading Accounts and Profit and Loss Accounts
- Balance Sheet
- And the other chapters of Accounts

Computerized Accounts

- Maintain Basic Accounts in M.S Excel
- Maintain Accounts in Tally 9 ERP and in Tally 7.2