

# Hena Biswas

Delhi, Delhi - Email me on Indeed: [indeed.com/r/Hena-Biswas/edc259426cf5d7f4](https://in.linkedin.com/in/Hena-Biswas/edc259426cf5d7f4)

➤ To do work hard in challenging & stimulating atmosphere with confidence & patience.

## WORK EXPERIENCE

### **Accounts Executive**

Rajan Builders - Delhi, Delhi - January 2013 to Present

- Handling TDS and Deposit Monthly TDS.
- Handling the Purchase, Cash and Bank vouchers.
- Bank Reconciliation and Party Reconciliation.
- Handling Daily site material.
- Cross checking of site materials to Bills.
- Daily Record Expenses of Supervisors

## EDUCATION

### **I A in Industrial Accountant**

The Institute of Computer Accountant - Delhi, Delhi  
2012 to 2013

### **C.B.S.E**

Sr. Secondary - Delhi, Delhi

### **B.Com**

Delhi University - Delhi, Delhi

### **MBA**

Sikkim Manipal University