

# Subhashree Das

## Accounts Executive

Wadi, Karnataka - Email me on Indeed: [indeed.com/r/Subhashree-Das/31838ff69fcaa560](https://in.linkedin.com/in/Subhashree-Das/31838ff69fcaa560)

An independent, hardworking, co-operative and reliable person wants to attach his name with the development flow for a bright future by utilizing my communication skills through various organizational skills  
Willing to relocate to: Dombivli, Maharashtra

## WORK EXPERIENCE

### Accounts Executive

JKP Micro Minerals (India) Pvt.Ltd - Mumbai, Maharashtra - March 2015 to October 2015

#### Roles & responsibility

- Invoices/Expense Reports/Payment Transactions
- Journal Entries & General Ledger
- Petty Cash Maintaining
- Bank Reconciliation
- Sales & Purchase Entries
- Preparation all Summaries

### Accountant

P.N. Agro Ltd - Bhadrakh, Orissa - July 2010 to October 2014

#### Roles & responsibility

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Records Organization & Management
- Journal Entries & General Ledger
- Spreadsheets & Accounting Reports
- Petty Cash Maintaining
- Bank Reconciliation

## EDUCATION

### Master in Balesora

English under university of F.M.University - Orissa, IN  
2013 to 2015

### L.L.B

Bhadrak LAW College, Bhadrak under F.M.University - Odisha, IN  
2010 to 2013

### Industrial Accountant

Institute of Computer Accounts - Bhadrakh, Orissa  
2008 to 2009

### Bachelor in Arts

F.M. University  
2008

**HSC**

Board of Secondary Education

2003

**ADDITIONAL INFORMATION****STRENGTHS -- SKILLS - ABILITIES**

- Strong analytical skills and problem solving ability.