

Sandip Das

Accounts Executive - Stylo Media Pvt.Ltd

Kolkata, West Bengal - Email me on Indeed: indeed.com/r/Sandip-Das/ba7e64a3f61e20f2

Enriching my experience through working in a professional environment Demanding high quality performance output, therefore enhancing career prospects.

WORK EXPERIENCE

Accounts Executive

Stylo Media Pvt.Ltd - January 2012 to Present

RESPONSIBILITIES: Working as an Accounts Executive and taking care of clients billing. Handling billing as a main client. Worked in ERP Software (Shuttleworth System), Tally. • Handling Sales & Purchase Transaction • Cash Voucher & Bank Voucher Entry • Handling B.R.S Maintain • Providing MIS daily, weekly, monthly and Yearly reports to the Client Servicing Manager and CEO on the basis of work done. • Trainee Salary Prepare • Petty Cash Handling • 50A Generation • Board Stock Maintain • Purchase Order Prepare

REPORTING TO: Accounts Manager

Jr. Accountant

Mechtech Designers & Engineers Pvt. Ltd - May 2010 to January 2012

RESPONSIBILITIES: • Preparing Journal Voucher, Bank Voucher, Making cash Vouchers for day-to-day work • Handling B.R.S Maintain • Handling Sales and Purchase Transaction • Maintenance of file, documentation and Data Collection Verification • 50A Generation

REPORTING TO: Accounts Manager

Jr. Accountant

Amrit Exports Pvt..Ltd - October 2007 to April 2010

RESPONSIBILITIES: • Preparing Journal Voucher, Bank Voucher, Making cash Vouchers for day-to-day Work BRS Maintain. • Handling Sales and Purchase Transaction • Maintenance of file, documentation and Data Collection Verification

REPORTING TO: Accounts Manager

EDUCATION

B.Com in Industrial Accountant

Institute of Computer

2006

SKILLS

Tally