**Anirban Paul**

**Audit/Accounting Executive - A S Biswas and Co**

Nabagram, West Bengal

-

Email me on Indeed: [indeed.com/r/Anirban-Paul/52eb348a2669f0c1](https://www.indeed.com/r/Anirban-Paul/52eb348a2669f0c1)

Seeking a position as an Accounting Assistant where my experience will be further developed and utilized  
while adding contribution to the organization.

**Work Experience**

**Audit/Accounting Executive**

**A S Biswas and Co**

-

Kolkata, West Bengal

-

July 2016 to Present

From 1.05.2015 to 31.07.2015)  
  
• Company accounts analyzing and checking  
• Basic accounts payable functions and audit related works

**Finance and Accounts Executive**

**Zreyas Technology Pvt.Ltd**

-

December 2015 to September 2016

Basic accounting records maintaining in quickbooks  
• Cheque and cash register maintenance  
• Waybills (Part-1) generating and keeping records  
• Cash and bank voucher record related works  
• Accounts receivable and payable maintenance in excel sheet  
• Preparation of invoice and documents for import and export  
• Payments to vendors through account or checking related works  
  
Date: (Signature)

**Education**

**M.com**

**University of Calcutta**

-

Kolkata, West Bengal

2014

**B.com**

**University of Calcutta**

-

Kolkata, West Bengal

2012

**Board of Secondary Education**

2007

**Additional Information**

Technical Skills  
• MS-Office - Word, Excel, Power Point (Mid- level)  
• Financial Package-Tally, Quickbooks