






Anirudha Sen

Accounts Executive

My Contact

-  GOPAL CHANDRA BOSE LANE
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Educational Background

- **CALCUTTA UNIVERSITY**
Masters in Accounting
Completed in 2013
Marks-56%
- **JAIPURIA COLLEGE**
Graduation of Accounts Honours
Completed in 2011
Marks 78%
- **KUMAR ASHUTOSH**
Higher Secondary
Completed in 2008
Marks 85%

Technical Skill

- Tally Prime
- Payroll
- Bank Reconciliation
- TDS
- GST
- E FILING

General Skill

- Time Management
- Analytical and Problem Solving
- Collaboration and teamwork
- Communication skills

About Me

Proficient in reconciling accounts, processing transactions, and assisting with financial reporting. Skilled in utilizing accounting software and spreadsheets to streamline processes and improve efficiency. A fast learner with strong problem-solving skills, capable of working effectively with colleagues and supporting senior and working under tight deadlines. Committed to maintaining the highest ethical standards and continuously expanding my knowledge in the field.

Professional Experience

- **Kushal Group**
- **Accounts Executive**
- 2013-2019
- **Key responsibilities :-**
- Maintain daily Accounts Related Work
- All Banking Related Works
- Prepare Salary Sheet and Payment
- Follow up to Debtors and Payment for Creditors
- All Debtors Bill Checking and Prepare for Payment
- Filing All the Documents
- All Other Jobs Assigned by the Management
- **Dream Computers Design Solution Pvt Ltd**
- **Accounts Executive**
- 2019 to till date
- **Key responsibilities:**
- Handling day to day accounts.
- Prepare Salary sheet and payment .
- Commission calculation of sales person of the client
- Daily Payment Checking and follow up.
- Monthly Invoice Prepare
- Project Work
- Ensure timely bank payments.
- Data entry work
- All other jobs assigned by the management

Language

- Bengali
- Hindi
- English

Computer Skill

- Tally Prime
- Microsoft Office
- Advanced Excel