**Resume**

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**Santu Roy**

santu1725@gmail.com

**Mobile No. 6290009493 / 8017616030**

**Education Qualification:**

* M.Com in 2020 from Netaji Subhas Open University.
* B.Com Honours in 2016 from Netaji Subhas Open University.
* Higher Secondary in 2006 from West Bengal Council of Higher Secondary Education.
* Madhyamik in 2004 from West Bengal Board Of Secondary Education.

**Computer Proficiency:**

* Operating System : Windows 10, 7, XP
* Accounting Software: Tally ERP 9
* Knowledge in GST, Income Tax, TDS.

**Work Experience:**

**Bidasar Creations**

Job Responsibilities:

* Handle three companies accounts Bidasar Creations, Bidasar Traders and Anurag Creation.
* Prepare monthly GSTR 1 and GSTR 3B in Tally ERP 9.
* Perform day to day Accounts in Tally ERP 9.
* Maintain Balance Sheet.
* Preparing monthly financial statements.
* Writing up accurate and timely financial reports.
* Preparing journal entries complete with documentation for all transactions.
* Assisting in annual and monthly budget preparations.
* Working with tax accountants to provide information for tax returns.
* Reconciling Bank Statements on monthly basis.
* Investigating any accounting discrepancies.
* Reporting on any outstanding invoices.
* Identifying and recording incoming electronic payments.
* Maintaining report on incomes and expenditures.
* Performing basic analysis of accounts and accruals.
* Ensuring that controls are in place to maintain the confidentiality of all financial information.
* Manage both day-to-day and long-term strategies for stocks and examining stock performance.

Significant Highlights:

* Maintain 100% accuracy in Preparing monthly and yearly GSTR 1 and GSTR 3B in Tally ERP 9.
* Submit work in time.

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**Elixir Intelatives LLP**

Job Responsibilities:

* Bank Statement entry of Individual and Company in Tally.
* Income Tax Return filing of Individual.
* Online Digital Signature Registration.
* Maintain Day Book in Tally.
* Handling Office Work.

Significant Highlights:

* Successfully completed Income Tax Return filing.
* Achieve 90% Success rate of work given me.

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**AKJ Technologies**

Job Responsibilities:

* Maintain day to day books of Accounts in Tally.
* Maintain voucher entries of Sale, Purchase, Receipt, Payment, Debit Note, Credit Note etc.
* Maintain Ledger of Debtors and Creditors.
* Calculation of Monthly GST.

Significant Highlights:

* Complete all work in time.
* Successfully maintain day to day Accounts in tally

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**Millennium Business Solution India**

Job Responsibilities:

* Update daily stock of medicines on Linux based server in ESI Corporation.
* Gave training to the employees of ESI Corporation how to operate the server.
* Worked on a software created by NIC for the purpose of West Bengal Govt, Employees for salary bill.
* Generate of salary bills which included PF, DA, HRA, GI, ALLOWANCE, DEDUCTIONS, LOAN etc.
* Gave training to employees of the particular software.
* Managed And handled activities of Govt offices in North 24 Praganas..
* Attend meeting with Treasury officers of Bidhannagar, Barasat, Barrackpore, Bashirhat, Bongaon, Hasnabad for their salary bill and training.
* Handled our company’s payment matters from Pay & Accounts Dept. of Writers’ Building & Treasury offices of particular district.

Significant Highlights:

* Successfully completed training operations of ESI Corporation within given time.
* Achieved targets of salary bill making and training programmes.
* Successfully managed Block Youth Offices’ training programmes.
* Worked as team leader and managed people in all work operations of salary bill for Bidhannagar Treasury.
* Awarded with Employee of the Month.

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**Personal Details:**

* Address : 4D Loke Nath Bose Garden Lane Kolkata-700046
* Father’s Name : Debu Roy
* Date of Birth : 17th May 1987
* Sex : Male
* Martial Status : Unmarried
* Language Known : Bengali, Hindi, English

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Date………………. Signature