

COVERING - LETTER

Respected Sir/Madam,

I'm excited to be applying for the Above position, I believe that my education, skill-set, and experience make me a suitable candidate for this role.

I am a highly organized and self-driven individual, passionate about developing my career in the field of accounting.

My commitment can be gauged from the fact that I am an accredited holder of an Executive MBA degree with Accounts & Finance as specialization from EIILM.

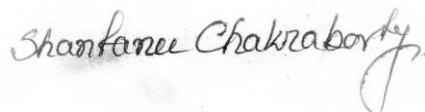
Possessing more than 17 years of experience of working in diverse financial positions with multiple companies, I have gained an extensive insight within this field. My key accounting and financial competencies include, but are not limited to, maintaining financial records, Maintain All Accounts with Branch Accounts in Tally Prime (Five Companies) Entry, Quick-book, Vouching, Filling, Export Documentation – Export Invoicing, Custom Invoice, BL, Shipping Bill, E-BRC, Insurance, Phyto -Fumigation, Certificate of Origin, Exchange Fluctuation, GST, GST Payments, GSTR1, GSTR2A, GSTR3B Return, Container movement, 26AS Reconciliation, TDS Payment, TDS Return, Debtors & Creditors analyse, Take part in Tax Audit, Internal Audit, Annual Audit. Banking and other MIS, duties given by the management.

In my current position with Speedways Group, where I work in the capacity of Sr. Accounts Executive, I am accountable for leading a team, and carrying out a wide range of commercial processes. During the course of my career, I have gained a specialist's understanding of financial instruments and accounting software, and have also been effective in explaining complex information in a comprehensible manner.

As a Sr. Accountant, I am an accomplished communicator, with excellent organizational, decision making, and time management skills, and have a proven track record of consistently meeting and regularly surpassing demanding performance goals. Proactive, innovative and highly influential, I am seeking a challenging but rewarding position, which is why I was naturally drawn to this exciting opportunity.

DATE: -

PLACE: -



(SHANTANU CHAKRABORTY)

RESUME



SHANTANU CHAKRABORTY

ADDRESS

Vill. + P.O: - Gondal Para
Via - Andul, P.S.: - Panchla
Dist: - Howrah (W.B) - 711302
Email: -shantanu2me@gmail.com
shantanu2me@yahoo.co.in,
shantanu2me@rediffmail.com

Mobile No: 9836025429

TECHNICAL QUALIFICATIONS: -

COURSE	INSTITUTION	YEAR	CONTENTS	REMARKS
DCA (FA)	LMIIT	1999-2000	MS Office, DTP. Fact. I.Net Tally. Accord. Multimedia	GRADE - I
Dip. In A/c. and Taxation	A.A.T.	2001-2002	S.T./IT/ ESI/PF/EXCISE	GRADE - I

EDUCATIONAL QUALIFICATION: -

EXAM	YEAR	BOARD	% OF MARKS	REMARKS
MADHYAMIK	1994	WBBSE	57.44%	81 in Math
H. S.	1996	WBCHE	55.00%	70 in Math
B.COM (H)	1999	C.U.	55.00%	78 in Management
Executive MBA Finance(1yr.)	2011	EIILM	70%	One Year (1)

FATHER'S NAME : **TARAK NATH CHAKRABORTY**

DATE OF BIRTH : **03-09-1979**

OTHER CURICULAM ACTIVITY : **N.C.C./N.S. S/PAINTINGS/TYPING (50 wpm)**

JOB EXPERIENCE : Worked in **GTFS Group**. as an Executive Accounts
Worked in **Birla Group** as an Accounts Executive
Now Working in Speedways Group (**Export & Logistics**)

PASS PORT NO.: - : **P0320815 Valid up to 12.07.2026**

Job Profile: -

Working in Speedways Logistics Pvt. Ltd. Group as an Asst. Manager Accounts

(From 19.11.2016)

- ❖ Maintain All Accounts with Br. Accounts in Tally Prime (Five Companies) Entry, **Quick-book**, Vouching, Filling, Export Documentation – Export Invoicing, Custom Invoice, BL, Shipping Bill,

E-BRC, Insurance, Phyto -Fumigation, Certificate of Origin, Exchange Fluctuation, **GST, GST Payments, GSTR1, GSTR2A, GSTR3B Return**, Container movement, **26AS Reconciliation, TDS Payment, TDS Return**, Debtors & Creditors analyse, Take part in Tax Audit, Internal Audit, Annual Audit. Banking and other MIS, duties given by the management.

Worked in B.K. Birla Group as an Accountant. (From 01-11-13 to 18.11.16)

- ❖ Maintain Br. Accounts in Tally, BRS
- ❖ Debtors & Creditors ageing, reconciliation, ESI, TDS Payment, entry & Return, form 16 &16A, Vat Payment, calculation, billing, vouching, filling, Branch coordination.
- ❖ Making sale Bill, Vouching, Cash & Bank Book maintain, BRS,
- ❖ All entries, Branch Accounts, Stock reconciliation, Dr./Cr. Reconciliation, aging, vendor payment, collections status, receivables follow up,
- ❖ VAT/CST/ Sr. Tax/TDS Details calculation data prepare and TDS return through online Form 16,16A prepare.
- ❖ Salary processing, Cheque Preparation, RTGS/NEFT etc. ESI/PF/P.TAX On line payment ESI Challan generation through online.
- ❖ File Management, Indexing, Credit card reconciliation, filling.
- ❖ Inter-company reconciliation, assist in Internal Audit, Statutory Audit, Tax audit, Sr. Tax, Sales Tax Audit, making all types of financial parameters and MIS
- ❖ TDS Receivables reconciliation.

AISL & GTFS (Golden Trust Financial Services) Kolkata 19, RN. Mukherjee Road. As an Executive (From 01-03-2007 To 31-10-2013)

Company Profile: - (Corporate Agent of LIC, BAJAJ Insurance, IFCO TOKIO Insurance, MAX Insurance, HDFC Insurance, TATA Insurance, Reliance insurance)

❖ **Job Profile: - (Branch Office)**

- ❖ Taking of Policy and checking (Primary Underwriting) and logging in to the computer.
- ❖ Customer Care
- ❖ Making MIS and Relation with the Head Office
- ❖ Office Administration

❖ **Job Profile: - (Head Office)**

- ❖ Proposal Forms Checking (Primary Underwriting) and logging in to the computer.
- ❖ Checking DCS with Bank statement and business book of 250 branches
- ❖ Internal Audit like voucher checking and Branch Accounts
- ❖ Making branch reports of all branches and checking mails and vouchers.
- ❖ Making Finance Status of the Braches and submitted to the Management.
- ❖ Branch Inspection for making report of branches (Business, customer satisfactions)
- ❖ General accounts related work, making BRS and banking operation like cheque. Fund transfer, RTGS, Branch Audit, and Accounts Payable-Receivable.
- ❖ Branch accounts, Receipts and payment accounts, MIS reports in on-line a/c package.
- ❖ Customer pay out, Agent Commission, Interact with Mother Company, Customer Care, Proposal Primary Underwriting – login, Chq. handling, Different types of MIS preparation, Renewal entry.

DATE: -

PLACE: -

Shantanu Chakraborty.

(SHANTANU CHAKRABORTY)