

BIO DATA

TANMOY BANERJEE

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CAREER OBJECTIVE

To get an opportunity in your esteemed organization where I can utilize my skills & knowledge and to be the part of your organization, wherein I can impart all my skills and knowledge for the mutual benefit of the organization and myself, which will provide me proper ambience to sharpen my skills, shape my values, stretch my limits & widen my horizon as a professional.

PERSONAL DETAILS

FATHERS NAME: Late Tapan Banerjee
DATE OF BIRTH: 18-02-1985
NATIONALITY: Indian
RELIGION: Hinduism
LANGUAGES KNOWN: English, Bengali & Hindi
GENDER: Male.

EDUCATIONAL QUALIFICATION

DEGREE	YEAR OF PASSING	INSTITUTE/ UNIVERSITY
Bachelor of Commerce (Honours)	2007	Jogesh Chandra Chaudhuri College, kolkata(C.U.)
12th	2004	A.k.Ghosh Memorial School, kolkata(W.B.C.H.S.E.)
10th	2002	A.k.Ghosh Memorial School, kolkata(W.B.C.S.E)

OPERATING SOFTWARE

Operating Software	Tools Used	Internet
Windows , Microsoft – office, Tally. ERP9, IN4 SUITE ERP, Quick Books.	MS-WORD, MS-EXCEL, MS-POWERPOINT .	E-mail

PROFESSIONAL EXPERIENCE

Organization Name	Post Held	Tenure Of Job
ONE TO ONE TUTOR INDIA PRIVATE LIMITED	ACCOUNTS ASSISTANT <ul style="list-style-type: none">• Petty Cash Management.• Vendor Bills Processing.• TDS Calculation & Preparing Bank Reconciliation Statement	MARCH 2012 TO OCTOBER 2015
PRISM INFRACON LIMITED	ACCOUNTS EXECUTIVE <ul style="list-style-type: none">• Maintenance of Accounts in Tally ERP, Quick Books and Busy accounting software.• Daily up-dating of purchase, sales and expense vouchers.• Bank Reconciliation Statement.• TDS calculation and Monthly Payment & quarterly Return.. Form 16 & 16A issuing.• Petty Cash management and Other banking activities including NEFT,RTGS etc.	FEBRUARY 2016 TO MAY 2018
HERITAGE REGENCY DEVELOPERS LLP (HERITAGE REALTY GROUP)	SENIOR ACCOUNTS EXECUTIVE <ul style="list-style-type: none">• Maintaining Daily Books of accounts in ERP.• Processing and Posting of Invoice (Receipt, Sales Demand Invoices, Purchase Invoices, Journals, Month end Journals).• Vendor & Customer Reconciliation . Preparing of MIS reports. Monthly Preparation of Maintenance Invoices.• Data monitoring for Budgeting of Funds.• Managing Reconciliation to Prepare Bank Reconciliations.• Statutory Compliance including monthly TDS Calculations ,Payment ,Quarterly TDS Return. Issuing Form 16 &16A and Professional Taxes Computaion, Payment and Yearly Return Including GST Payment and Income tax Payment.	AUGUST 2018 TO TILL DATE

STRENGTHS

- Confidence
- Hard working
- Efficient communicator
- loyal

DECLARATION

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date:

(Tanmoy Banerjee)

