



CURRICULUM VITAE

DIPAN GHOSH

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MOB NO –   7003726803/ 9051601386

In quest of assignments in the domain of accounts assistant to give solutions of every problems to company as best knowledge.

A dynamic professional with 5 years of rich experience in. Accounts. Currently associated with BALLAVPUR PAPER MFG LTD as Accountant. Expertise in tally entry part of accounts, accounts related company issues. Problem Solving and Technical Skills coupled with confident decision making for enabling effective solutions leading to high company satisfaction as well as low operational costs.

EDUCATION QUALIFICATION

Examination	Board/University	Year	% Marks Obtained	Best Marks in Subject	Marks
Secondary	W.B.B.S. E	2011	60	Life Science	81
Higher Secondary	W.B.C.H.S. E	2013	60.2	Accountancy	85
B. Com (Hons.)	University of Calcutta	2017	47.11	Accountancy	60

BALLAVPUR PAPER MFG. LIMITED

ACCOUNTANT

Scope of Work:

- HANDLE DAY-TO-DAY ACCOUNTING FUNCTION.
- RAW MATERIALS RATE RELATED DISCUSSION & FINALIZATION WITH MANAGEMENT(DIRECTOR)
- EXCLUSIVELY INVOLVED WITH ALL PURCHASE RELATED MATTERS
- COAL RETURN SUBMIT, EWAY BILL & HANDLING ALL COAL RELATED ISSUES

- CO-ORDINATION WITH STORE DEPT. & RESOLVE ISSUES
- DMR, PURCHASE ORDER, INDENT RECONCILE & CHECKING
- ADMIN RELATED JOB.
- LEDGER RECONCILIATION & ALL OTHERS
- ESI & PF RETURN, ALL TYPE OF UTILITY BILL PAYMENTS.
- CHECKING OF VOUCHER ENTRY.
- BANK RECONCILIATION.
- ALL TYPE OF BANK ENTRIES & CHECKING E.G. RECEIPTS, PAYMENTS ETC
- VOUCHER ENTRIES.
- PAY REGISTER PREPARATION
- PRODUCTION & CONSUMPTION RELATED ENTRIES.
- PASSED ALL ADJUSTMENT ENTRIES
- FUND PLANNING & PAYMENT BENEFICIARY ETC

EVEREST PAPER MILLS (P) LTD
ACCOUNTANT & STORE DEPT. HANDLING

Scope of Work:

- RAW MATERIAL & STORES ENTRIES
- ALL INDENT, PURCHASE ORDER, STOCK MAINTAIN ALL OTHER RESPONSIBILITY
- STAY CONNECT WITH QUALITY RELATED METTER
- PF & ESI, UTILITY BILL PAYMENTS.
- PETTY CASH MAINTAIN & PAYMENTS VOUCHER SUBMIT
- COORDINATION & CONTROL OVER PLANT. RESOLVING RELATED ISSUES.
- CHECKING VOUCHER ENTRIES.
- LEDGER SCRUTINY & LEDGER RECONCILIATION (VENDOR, CUSTOMERS & GENERAL LEDGERS)
- STOCK RECONCILIATION

ACKNIT INDUSTRIES LTD
ASSISTANT ACCOUNTANT

- CHECKING VOUCHER ENTRIES.
- ACCOUNTING THE ALL INWARD & OUTWARD REPORTS
- ALL TYPE INVENTORIES ENTRIES
- STOCK MANAGMENT & RECONCILIATION
- LEGDER CREATION AS PER SYSTEM REQUIRED
- MAKING CHEQUE ACCORDING TO PARTY WISE
- FACILITATE TALLY IMPLEMENTATION & M.S. OFFICE
- CHEACKING INDENT & SORTING AS PER NEEDED

SOFTWARE SKILL

- **Tally ERP 9 / PRIME GOLD** With 5 years of Business Experienced
- A short experience with **DATAMAN**
- Microsoft Excel, Word & others.
- Diploma in Information Technology Application
- Diploma in 'Multimedia & Animation'

Platform: Windows XP/2000/2003/2007 Ultimate, 2008, **WIN 10**

Internet Tools: Mozilla, Google Chrome, Microsoft edge

Other Qualification

Cricket = Playing Cricket Under **C.A.B**

The Bharat Scouts & Guides

- Overall Participants in West Bengal Quiz Competition-2009(Winner)
- Participate in Centenary Camporee
- Scout Master
- Participate in Kolkata Marathon 2010
- Participate in Cub Bul Bul Utsav

CONTACT DETAILS:

Name : Dipan Ghosh
Father's Name : Late Diip Ghosh
Permanent Address : 51/A/2 Nandankanan East,
P.O-Ganganagar
kolkata-700132
Marital Status : Married
Cast : OBC-B
Date of Birth : 30.07.1994
Language Known : Bengali, Hindi and English
Hobbies : Playing Cricket, Driving, Listening Music.

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

DATE:
PLACE:

(DIPAN GHOSH)