

## MR. JYOTIRNMOY CHANDA



### CONTACT ADDRESS:-

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### *Career Objective*

To Achieve, grow my knowledge and established recognized as an Accountant in an organization.  
To work in a challenging and highly competitive environment where I would be able to explore my abilities and hence contribute to the best of myself.

### *Professional Achievement*

*Performance Excellence Award 2019 by Nalanda Learning Systems Pvt. Ltd.: Achieved for 'exemplary results and outstanding contributions to the Accounts Department'.*

### *Job Experience*

<i>Name of the Organisation</i>	<i>Duration</i>	<i>Job Title</i>	<i>Roles and Activity</i>
Nalanda Learning Systems Pvt. Ltd.	May, 2017 to onwards	Senior Executive-Finance & Accounts	<ul style="list-style-type: none"><li>➤ Responsible for maintaining and controlling daily cash flow and handling cash extensively of 18 school</li><li>➤ Bank &amp; Petty Cash reconciliation on daily basis</li><li>➤ ERP implementation &amp; reconcile with Tally</li><li>➤ Look after accounts receivable and preparing MIS</li><li>➤ Dealing with Internal Auditor during of school's accounts audit</li><li>➤ Conducting Ledger Scrutiny &amp; voucher checking &amp; fixed assets verification on a periodical basis</li><li>➤ Accounts training &amp; supervise of new joiners in accts. Dept. and School's principals</li></ul>
A & IB Securitas Pvt. Ltd.	November, 2014 to April, 2017	Assistant Accountant	<ul style="list-style-type: none"><li>➤ Prepare and generate of Monthly Bill (Online &amp; Manual),</li><li>➤ Day to day book keeping in Tally ERP 9,</li><li>➤ Calculation and preparation of Service Tax,</li><li>➤ Calculation of wages/ salary, Bonus, Overtime as per Labour Laws,</li><li>➤ Reconciling payments with bills, Handling Bank accounts</li><li>➤ Arrangement and preparation of customized report for Client, Auditor &amp; others,</li></ul>
Uttrayan Financial Services Pvt. Ltd. (NBFC-MFI)	February, 2011 to October, 2014	Finance Assistant	<ul style="list-style-type: none"><li>➤ Verifying regular accounts of branch level,</li><li>➤ Day to day book keeping in Tally ERP 9,</li><li>➤ Assist to Sr. level on preparing of Balance Sheet, ROC filling, Taxation on monthly basis,</li><li>➤ Maintaining the regulars Statutory Liability,</li><li>➤ Co-ordinate with Bank, FIs &amp; LICIs as per requirement,</li><li>➤ Arrangement and preparation of customized report for Funder, Auditor &amp; others.</li></ul>

### ***Qualifications***

<b>Serial No.</b>	<b>Examination Name/Degree</b>	<b>Name of The Board/University</b>	<b>Year of Passing</b>
1.	B.Com. (10+2+3)	Calcutta University	2010
2.	Higher Secondary (10+2) (Commerce)	West Bengal Council of Higher Secondary Education	2006
3.	Madhyamik (10)	West Bengal Board of Secondary Education	2004
4.	Diploma in Financial Accounting System	B.Y.C.T.C.	2010

### ***Technical Proficiency***

<b>Operating Systems</b>	MS-DOS, Windows 98, Windows XP, Windows Vista, Windows 7
<b>Language Proficiency</b>	MS-Office 2010, TALLY ERP 9.3, ERP (Education management software)
<b>Taxation</b>	Knowledge in Income Tax, Goods & Service Tax, Profession Tax, Provident Fund, ESIC etc.
<b>Others</b>	Book Keeping, Payroll, Analysing data, Auditing.

### ***Personal Skills***

- ✓ **Reliable, punctual, professional and competent**
- ✓ **Sincere, quick learner and hard-working**
- ✓ **Extremely energetic and Pro-active**
- ✓ **Ability to work both individually as well as in a team.**

### ***Personal Information***

<b>Date of Birth</b>	3 <sup>RD</sup> August, 1988.
<b>Nationality</b>	Indian.
<b>Gender</b>	Male.
<b>Religion</b>	Hindu.
<b>Caste</b>	General.
<b>Marital status</b>	Unmarried.
<b>Father's Name</b>	Sri Tapan Kumar Chanda.
<b>Hobbies</b>	Reading Books, Listening songs & Playing outdoor games.

I declare that the above mentioned information's are true to the best of my knowledge and beliefs.

**Date:** 25.05.2020

**Place:** Kolkata

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(JYOTIRNMOY CHANDA)