

## PARTHA PRATIM PAL

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### Objective

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To utilize my interpersonal skills to achieve the goals of the organisation that aims at customer satisfaction and customer experience where I am willing to work in fast-paced & high-tech environments and also to showcase my core competency.

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### Experience

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#### **IFFCO Kisan Sanchar Ltd, Kolkata**

Asst. Manager (Finance and Accounts)

November -2007 -  
Till date

- Bank Statement download and conversion into specified excel sheet & uploaded in ERP and Preparation of sales data in E-invoicing format on uploaded in portal.
- Party confirmation: Through MY IFFCO KISAN against payment received in 0.5/1 hrs and Order Approval done through MY IFFCO KISAN/hour.
- Stock reconciliation made at beginning & closing of the day for LAPU after reconcile & availability of stock positioning, finalized the procurement status then Fund Requisition sheet sent to HO for Procurement.
- PO raised to supplier & also follow up for the same and Invoice generated from ERP & generated online E-waybill & Follow up taken with concern parties & warehouse personnel for smooth delivery the material.
- Booked Purchase & Sales Entry in ERP and Verifying the bills even tour claims booked in ERP & Passed for Payment. Preparing an approval note and Scanning all bills then Sent to HO all details for further payment.
- Downloading invoice data from turbo portal, reconcile with our payout data, generated service invoice in ERP then accept turbo invoice in turbo portal.
- After getting income details, generates service invoice against that and Reconciliation of settlement against claim & informed to HO in a prescribed format.
- Checking the actual MAs Status, Commission calculation, rectification made if any required with intimation to HO MIS, deducting TDS, booked in ERP & release sheet sent to HO & Final commission booked in ERP.
- Checking the actual distributors status, Incentive calculation, rectification made if any required with intimation to HO MIS, deducting TDS, booked in ERP & settlement made to respective distributors.
- Salary, PF & ESI details booked in ERP.
- Inter Unit reconciliation made with State accounts & confirming.
- Reconciliation of customer/vendor ledger with the information collected from the concerned party.
- Provision made for expected income/expenditure in ERP, verify & update.

- Stock processing, Fixed Asset Processing, Trial Balance processing.
- Ledger head/group wise scrutinize the all bookings rectification made if any required also for TB, PNL & BLS.
- Preparation of excel sheet of TDS information & sent to HO for TDS return filing.
- Professional Tax deposited, Preparation of return & filed online/submitted to the department also Reconciliation of GST input & Output.
- Download invoice details from ERP, fill up the GSTR 1 Excel sheet format, converted into JSON file, uploaded in portal & intimate to HO finance for filling also Downloading GSTR 2A from GST portal, Reconcile with Input taken in ERP.
- Download invoice details from ERP, fill up the GSTR 3B Excel sheet format, converted into JSON file, uploaded in portal & intimated HO Finance.
- Download GSTR 3B return filed copy, Entry passed in according to the set off data in return.
- Compliances of queries/required data in prescribed format time to time as required by the HO finance officials also Data Preparation required by the Auditor.
- Verify the agreement & documents, Submitted to the State head for signing and Follow up govt. department to release the payment.
- Scrutinize the bills & Sent to HO for approval after getting approval from HO then booked in ERP then prepared release sheet & sent to HO with supporting documents for settlement.
- Customer's Profile creation in ERP through CRM module and Resolve queries over phone/mail.
- Official discussion/planning regarding different matters i.e. related to Sales, Finance, Incentive structure etc.
- Preparation of compliance & submitted to the respective department within the scheduled time limit.
- At present, accounts persons are handling the State Admin & HR Responsibilities and also coordinating with others state accounts.
- All IT related issues at state level are managed/coordinated to HO IT persons by the State Accounts Persons.
- Working in ERP & Microsoft Navision software (Updating of Cash/Bank/Purchase/Sales/Journal entries etc.)
- Preparation of monthly Trial Balance & submit the same to HO on monthly basis.
- Preparation of Stock/Sales/Purchase/Debtors and various schedules as prescribed by HO & submit the same to HO on monthly basis.
- Conducting Internal & Statutory Audit and visit to the Sales Tax & GST Department for Procurement of Way Bill and BRS creation.
- Preparation of Schedule-VI according to Company needs.
- Checking and preparation of Salary, TA/DA Bill of Staffs and disbursement of the same.

- Release of Vendor payment timely maintaining necessary formalities and Cost control in respect of all.
- Monitoring overall Accounting techniques for the betterment of the organization and whenever needed we support our sales team for the business growth & motivation.

**Oswal Chemicals & Fertilizers Ltd., Orissa (Paradeep)**

*October 2005 - May 2006*

Assistant Stores Officer

- Maintenance of Asset Registrar in Fire & Safety Department.
- Processing of Invoice in respect of payment to be made to supplier.
- Weekly Physical Stock verification & submit report to the management.
- Supervising and monitoring in the plant for necessity of Fire Extinguisher/Fire Jacket/Safety Belt etc.
- Daily visit and progress report to the management regarding major hazardous areas of plant.
- Organizing Training program in every department & with labour contractors.
- Attend phone calls in Fire & Safety control room & attend to accidental area of plant.
- Maintaining good relationship and guidance with the state Safety Commissioner Department Of Cuttack (Orissa).

**Beekay Enterprise, Kolkata**

*June -2002 - August -2005*

- Assistant Officer

- Entry done in TALLY-7.2 relating to Cash/Bank/Sales/Journal etc.
- Submission of monthly TDS & Return within stipulated time and Submission of P.Tax & Return.
- Preparation of Stock/Sales/Purchase/Debtors statement and monthly Trial Balance.
- Conducting Statutory Audit with the guidance of senior officials and preparing of Bank Reconciliation Statement.
- Preparation of Salary sheet and disburse the same also the TA/DA Bill of Staffs and Cost control in respect of all.
- Monitoring overall Accounting techniques for the betterment of the organization.

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**Academic Credentials**


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<i>2006</i>	<b>Bachelor of Commerce</b> University of Calcutta
<i>2002</i>	<b>Higher Secondary</b> West Bengal Council of Higher Secondary Education
<i>2000</i>	<b>Matriculation</b> West Bengal Board of Secondary Education

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**Skills**

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IT Skills - Well versed over MS Office, MS navison, Excel, Tally. ERP 9, Windows,Internet Applications and Power Point. 

Personal Skills - Motivated - Self-Starter, Ability to take initiative and motivate others too. • Leadership skills throughout School and College times. • Decent communicator in terms to make people comfortable. • Able to accomplish multiple task and punctual. • Learning new things.

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### Languages

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Speaker of English, Hindi & Bengali.

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### Personal Details

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Date of Birth : 24.04.1984

Marital Status : Married

Nationality : Indian

Gender : Male

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### Seeking Position In Field Such



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- "Telecom Sector/ Cooperative Sector/ Banking Sector /IT Sector / Manufacturing Industry/Government /Other."

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### Areas Of Interest

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- To Travel- Exploring India.
- Kids guidance as per education & behavioral.
- Being helpful nature.
- Street pets feeding.
- Personality upgrading.
- Maintaining handwritten beauty. 
- Current news awareness. 

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### Hobbies

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Cooking & spending quality time with Family.

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### Declaration

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I hereby declare that the above all information are stated faithfully and completed to the best of my knowledge, Thank you.



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Signature