

RAJIB POREY

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Vill. - Khalore
P.O. & P.S. – Bagnan
Dist. – Howrah
Pin – 711303
West Bengal
India



SKILLS

Tally ERP - 9 (2007 - Present)
Oracle (2014 - 2018)
ERP (2012 - 2018)
ERP (TCS ION) (2018 - Present)
Expert, Analyst (2007 - 2010)
Advance Excel – V & H Lookup,
Pivot Table, Conditional
Formatting, Concatenate, Data
Validation Sub Total etc.
Tally ODBC, Mail merge, Mail
Schedule



PROJECTS

Ambuja Realty Housing
Complex, Chawkgaria, Kolkata

- Works for 7 months as a Site Accountant for GDCL

Reproscan Tech Park Srijan, GP-
2, Salt Lake, Sec – V, Kolkata

- Works for 2 years as a Site Accountant for GDCL



ACHIEVEMENT & AWARD

Completed Tax Consultancy
Course from Bengal Tax Council
in 2015, Ranked 2nd.



OVERVIEW

- Experience in General Accounting, Accounting entries for Inward/Outward supplies, Debit/Credit Note, Statutory Journal & Payment, BRS. Budget and Fund Management, Vendor payment, TDS deductions and payments, GST & TDS return preparation & E-filing, Tax Audit, Finalisation of Accounts, Accounts Reconciliation and Yearly Accounts Closing Adjustment Entry.
- Accountability in Oracle and ERP System. Worked on Accounts Payable in Finance Module, Procurement and Production Module, ERP Implementation. Well exposure in Advance Excel - H&V Lookup, Pivot Table, Conditional Formatting, Data Validation, Concatenate, and various other excel functions.
- Academically completed MBA (Finance) in 2007 as Full Time, B. Com (Hons.) in 2004 from C.U.
- Working experience in Trading Concern, Manufacturing Unit and Construction & Infrastructure Sectors along with Project Sites.



EXPERIENCE

GEE LIMITED

Dhulagarh, Howrah
Sr. Accountant
July 2018 to Till Date

Company Profile

Manufacturer & Exporter of Welding Electrodes.

Role & Responsibility

Accounts in ERP System (TCS ION)

- **Accounts Payable** - Invoicing against P.O. & GRN/DGRN, Expenses Vouchers, Non Inventory Vouchers, Payment to Vendor & Payment against Expenses, Master Creation for Vendor, GL as per Chart of Accounts, Voucher Numbering Configuration, Inventory Item Creation, Service Item Creation, Tax Master etc.

Accounts in Tally ERP - 9

- Inward & Outward supply, Debit/Credit Note, Stock Journal, Production Journal, Statutory Journal, Expenses Vouchers, Statutory Payment, BRS.
- Deduction of TDS for Labour Contractors & Transporter (194C), Professional Services (194J), Rent (194I), Commission (194H) as per Norms of Applicability.
- Verification of Production Vouchers, Goods send for Processing, Job Work

Core Accounts & Taxation

- GST Reconciliation & Return Preparation for GSTR 1, GSTR 3B. GST Annual Return Preparation (GSTR - 9)
- Reconciliation GSTR - 2A for ITC claimed. Accounts Reconciliation for GST Input as per Return, Reversal of ineligible ITC, Deduction of TDS on Accrual Basis as per applicability and norms. Monthly TDS Payment. TDS Return Preparation. Generation of Way Bill.
- Return Filing for Mining Minerals for Indian Bureau of Mines.
- Yearly Account Closing Adjustment Entries, Accounts Reconciliation for Provision Adjustment, Bad-Debt, Vendor A/c.

Gannon Dunkerley & Co., Ltd.

Topsia, Kolkata
Sr. Accounts Clerk
July 2011 to June 2018

Company Profile

A Construction Unit who has started its operation in the Industry since 1924. It deals with various constructions like Commercial/Residential Buildings, Cement Plant, Power Plants, Roads and Others.



PERSONAL PROFILE

DOB : 12/10/1983
 Marital : Married
 Status :
 Nationality : Indian
 Languages : Bengali,
 English & Hindi
 Father's Name : Sannyasi Porey
 Religion : Hindu
 Gender : Male



EDUCATION

1999 : Madhyamik (10th)
 Bagnan High School
 W.B.B.S.E.
 62%
 2001 : H.S. (10+2)
 Bagnan High School
 W.B.C.H.S.E
 66%
 2004 : B. Com (Hons.)
 Bagnan College
 Calcutta University
 50%
 2007 : MBA (Finance)
 NIMAS School of
 Management
 A.A.I.D.U.
 74%

Role & Responsibility (Regional Office - 2014 - 2018)

Accounts in Oracle & ERP System

- **Accounts Payable (AP)** - Invoice booking of Suppliers/Labour Contractors as per P.O./W.O. and GRN/SRN matching for different Project Sites, Fund Disbursement, Vendor Payment, Petty Cash Expenses, Invoice booking for purchase of Fixed Assets/Plant & Machinery for R.O./Project, TDS deductions.
- **Accounts Receivable (AR)** - Accountability for Client Payment Receipt against RA Bill.

Accounts in Tally ERP - 9

Monthly Accounts update of Project Site at RO level. Vendor Payment, Petty Cash, Fund Disbursement, BRS.

Core Accounts & Taxation

Accounts Verification of Project Sites, Ascertaining monthly Tax Liability for VAT, CST, GST of individual Project Site, Preparation of Project wise TDS Statement. Verification of monthly Budget of Projects and Fund Disbursement.

Finalisation of Accounts

Accounts Reconciliation for Cash/Bank, Security Deposits, Sundry Creditors, Bonus Payable, Advance Payment, Project Client Liability as per RA Bill

Role & Responsibility (Project Site - 2011 - 2014)

Day to day voucher booking, Petty Cash handling, Invoice booking for Supplier & Labour Contractors, TDS Deductions and monthly statement preparation, Monthly Budget, Labour Reconciliations, Project Profit & Loss Statement as per Project Report, Overhead Expenses, Statement for Expenses on Plant & Machinery, Accounting in ERP System.

Air Bridge Scaffolding Pvt., Ltd.

Kamardanga, Howrah

Accounts Executive

January 2010 to June 2011

Company Profile

Manufacturer & Exporter of Various Scaffolding Products. It also deals with Bio Products and Bio Diesel.

Role & Responsibility

- Day to day accounts in Tally ERP 9.
- VAT, CST, Central Excise on line Quarterly/Monthly return filing
- Central Excise Invoice (Manually)
- Stock Ledger, Personal Ledger, ER1, Part- I, Part – II for return filing.
- Generation of online Way Bill (Part – I & II) and utilisation accordingly
- Looking after Tender Enquiries, Quotations, Drafting Letters, Checking E-Mails and their reply etc.
- Export Documentation (Commercial Invoice, Packing List, Bill of Lading, Certificates of Origin, Insurance Certificates)

R.B. Sales Corporation

Strand Road, Kolkata

Accounts Asst.

August 2007 to January 2010

Company Profile

Authorised Distributor of FAG Bearings.

Role & Responsibility

- Daily Accounting Transactions like Sales, Purchase, Receipts, Payments
- Enquiry, Quotations, Letter Drafting, Issue of Way Bills and other various Accounts and Back Office Jobs.



DECLARATION

I do hereby state that all the information given above is true to the best of my knowledge and belief.

Date:

Place:

(Rajib Porey)