

RAJIB POREY



@ rajib_1983@rediffmail.com

📞 9674317940

📍 Vill.- Khalore, P.O./P.S.- Bagnan
Dist.- Howrah, W.B.- 711303

in <https://www.linkedin.com/in/rajib-porey-611869184>

🚀 SKILLS

Tally ERP-9 | Tally Prime | Tally ODBC

Oracle | ERP

Advance Excel* | Ms Office | MS Access*

👤 PERSONAL DETAILS

Date of Birth : 12/10/1983

Marital Status : Married

Nationality : Indian

Father's Name : Sannyasi Porey

Category : General

Community : Hindu

🗣️ LANGUAGE

Bengali - Read | Write | Speak

English - Read | Write | Speak

Hindi - Speak

🎯 OBJECTIVE

My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization. Ideally, I wish to have a focus in accounts and finance for a growing organization.

📁 EXPERIENCE

GEE Limited

Jul 2018 - Present

Sr. Accounts Executive

Accounting of inward supply, Transportation, **GST**
Computation of **Input, RCM Liability, Reversal and Ineligible** of Input.

GST Return : GSTR - 1, 3B, 2A Reconciliation.

TDS & TCS deductions and payments.

Stock Journal for Job Work, Processed Receipt, Production etc.

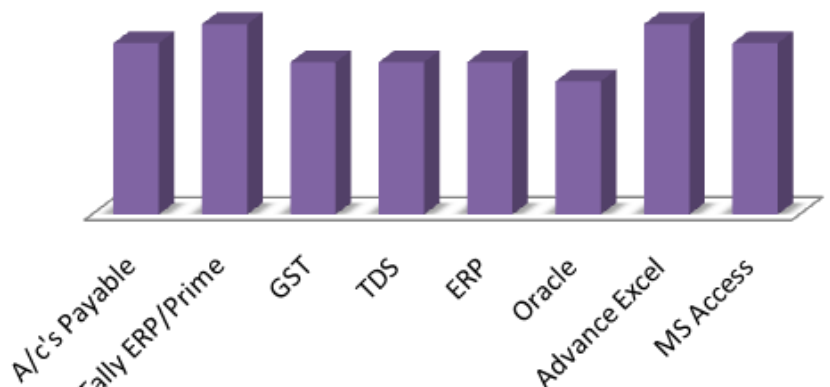
Cost tracking, Verification of invoice as per PO, Credit Card accounting etc.

Worked on **ERP** (TCS ION)

Implementation, Accounts Payable ->Pur Req. -

->PO/WO -> GRN/SRN -> GIN -> Invoicing, GL,

Stock Register, Tax Master etc.



Skill Flow Chart

Sr. Accounts Clerk

R2R Accounting in **Oracle and ERP. ERP Implementation, Budget, Labour Reconciliation, Monthly PL, FR** as per Project Report, Cost to Plant and Machinery,

Fund Management, Client **RA Bills Reconciliation** etc. Cost Analysis for Building Materials, Labour, Plant & Machinery, Overhead.

TDS Deduction Statement, Tax Audit, Yearly accounts closing journals, Part of Accounts Finalisation.

Voucher Processing, **Project Voucher verification,** Contractor's/Supplier's Bill verification.

Computation of Tax Liability for **VAT, CST, WCT (Pre GST), GST.**

Air Bridge Scaffolding Pvt. Ltd.

Jan - 2010 - Jun - 2011

Accounts Executive

Daily accounts in Tally **ERP-9, VAT, CST, Central Excise Computation, Return Filing, Way Bill** Generation and Utilisation.

Manual filing Central Excise (ER-1, ARE-1,etc.), Excise Challan preparation.

Office Correspondence, Export Documentation.

Central Excise departmental work.

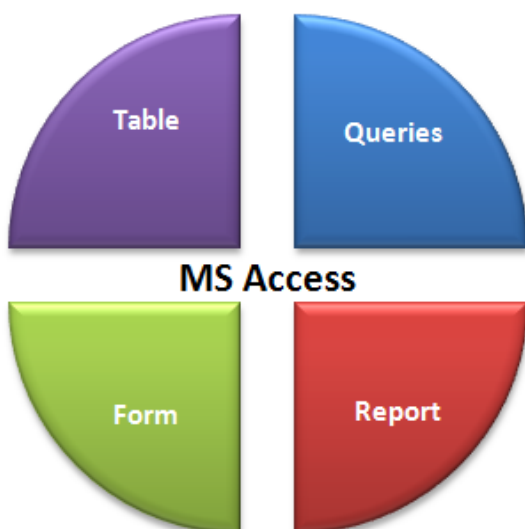
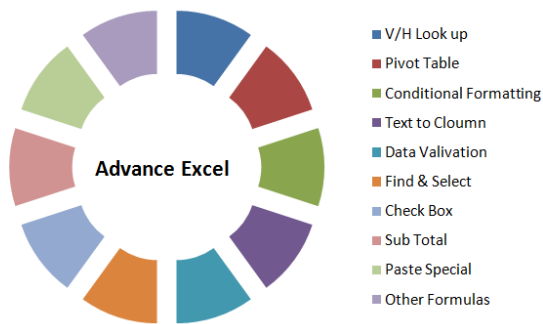
R. B. Sales Corporation

Aug - 2007 - Jan - 2010

Accounts Assistant

Day to day accounts entry with Tally/Tally ERP-9, **BRS, C-Form, Way Bills, Stock Statement,** Party Payment and Receivable follow up etc.

Office Correspondence, Quotation, Order, Sales Invoice, Branch Sales Invoice, Stock Transfer etc. Waybill utilisation and collection from Department.





PROJECTS

Site Accounts: Srijan Realty, Kolkata

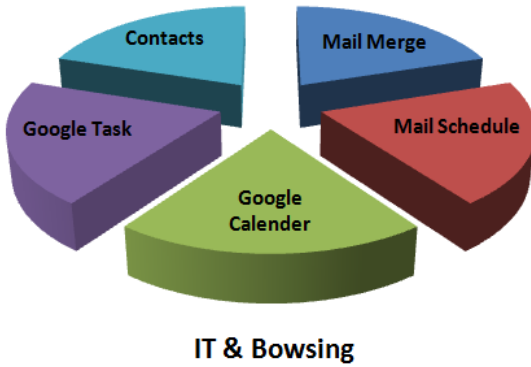
Cash handling, Voucher processing, Contractors & Suppliers bill verification, Payroll, TDS deductions, Budget, PL & FR, RA bill reconciliation, Client payment follow ups, Labour Contractors weekly Khoraki payment. Labour and Materials reconciliation, Plant & Machinery accounting, repairs, transfer, Fund management.

Handling internal and external audit, Bank audit etc.

Site Accounts: Ambuja Realty, Kolkata

Labour Report, Labour MB checking, Stock statement preparation, reconciliation and verification.

Rest of similar to above project.



EDUCATION

A.A.I.D.U.	2007
MBA (Finance)	
74%, 1st Divn.	
Calcutta University	2004
B. Com (Hons.)	
50%, 2nd Class	
W. B. C. H. S. E.	2001
Higher Secondary (10+2)	
66%, 1st Divn	
W. B. B. S. E.	1999
Madhyamik	
62%, 1st Divn	

Rajib Porey