

Prabir Rana

Address present: Bhakti Apartment, B Wing, 2nd Floor, Room No.205, Near Siddhi Vinayak Gate, Diva East. Thane-400612.

Maharashtra.

Address parmanent: Vill: Barisha, P.O & P.S: Kolaghat,

Dist: Purba Medinipur, Pincode: 721134. (West Bengal). Mobile:

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Objective

To be an integral part of an enthused organization that utilizes the fullest extent of my developed skills/experience, hard earned experience and strong commitment to achieving goals as a key-player.

Summary

Experience in Accounts (GST Accounting Tally ERP 9 updated version), cash handling, Logistics & Store management works with "BIN Card" maintenance. Ability to learn new skills and new processes quickly and efficiently.
Entrepreneurial attitude with strong work ethics. Having good knowledge on computer related tasks.
Strong Analytical, Communication and Team Leading Skills.
Got reorganization from CEO for outstanding contribution in accounts and Logistics maintenance.

Experience

Company Name: Continuity Printers Pvt Ltd. (Manufacture & supply of printing & packaging material).
Factory Address: B-1, (14-16) Bhumi World, Pimplas, Bhiwandi, Thane, Maharashtra.

Post: Store In-charge.

Responsibilities:

Inventory maintain in Tally erp9, Stores materials handling and Inward & outward inventory records in different register materials checking with Inward/delivery Challan, e-way bills and supporting documents, filling and properly maintenance requisition Slips and documents, GRN Generating, after checking Invoice, challans with P.O, supporting documents submitted to Bill Clearance Dept. different type of MIS maintenance, stock reports and different types of report Generate.

Presently working
From Sept' 2020,

Company Name: Eternity Industrial Batteries (India) LLP
H.O. Address: Nikko House, 399 V.P Road, Opposite Lamination Road, Mumbai-400004,

Factory Address: Bhumi World, Pimplas, Bhiwandi, Maharashtra.
(Traction Battery, Forklift Battery & Stacker Battery Manufacturer).

Post : Jr. Accountant.

Responsibilities:

(Accounts with Inventory system maintain in Tally erp9. Sales Order, Sales Invoice, Purchase Order, Purchase & daily expenses entries, Sundry Creditors & Debtors A/c, Bank & Cash Transactions with online payments, E-way bill & delivery documents preparation).

July' 2018 to
Mar' 2020

Company Name: Narula Institute of Technology.
(A division of JIS Group Educational Initiatives)
Address: 81, Nilgunj Road, Agarpara, Kolkata - 700 109, West Bengal

Post: Store Keeper & Accounts.

Responsibilities:

About 500 items inward & outward records in Stores recording with "ERP" system, every items BIN Card maintenance, Challan, Invoice, issue & Requisition Slips, filling and properly maintenance in different register, GRN Generating, after checking Invoice, challans with P.O, attached GRN, Properly Bill prepare and submitted to Bill Clearance Dept. Different type of MIS preparation and Suppliers Ledger book & stock report prepare. Daily report

July' 2014 to
Mar' 2018.

	<i>preparation.</i>	
	Company Name: SREI SAHAJ E-VILLAGE LIMITED. (A division of Srei Infrastructure Finance Limited) Regd office:45 Radhanath Chowdhury Road,Tangra Industrial Estate-II,Kolkata- 700015,(West Bengal).	Dec'2009 to Jun'2014.

	Post: Executive Accounts & Logistics. Job Descriptions : Service Centre Agency (SCA) under National e-Governance Plan(NeGP) which is initiated by Panchay& Rural Development Department(P&RD),Govt. of West Bengal & Department of Information Technology(DIT),Govt. of India. <u>Responsibilities:</u> Cash (Petty cash & recharge voucher sales cash) handling. Logistics handling and stock maintenance.(ERP System) Customer's relationship. VOM(Recharge vouchers) sales and stock maintenance. Different type of MIS preparation and maintenance.Physically Stock counting and monthly report Generate. Staff attendance sheet maintenance. Office Administrator.	
	Company Name: Amrit Hatcheries Pvt Ltd Address: Bhubandanga, Jhorhat, Near Hotel Santiniketan, Birbhum (WB).	April'2001 - November'2009
	Post: Office Executive cum Accounts Assistant. Work Details : This firm deals with poultry firms throughout the Birbhum Dist. Company controls the production of the poultry products. <u>Responsibilities:</u> Cash handling. Cash book, Purchase book Ledger book & stock book maintenance. Accounts maintenance in tally 7.2, Daily report maintenance.	

Systems Proficiency

	Software Proficiency: Tally-4.5, 5.4, 6.3, 7.2 EASY (F.A), MS-Office. Operating Systems : Windows 98 / XP, ERP system. Tally ERP 9.
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Education

	B.COM(Hon'S),Bachelor of Commerce. Education Institution: Prabhu Jagabandhu college, Andul.Howrah. Calcutta University.	Passed out in 1998 with II Division.
	Higher Secondary Education (Commerce) Education Institution: Kola Union High School, Kolaghat	Passed out in 1995 with II Division.
	Secondary Education (General) Education Institution: Kola Union High School, Kolaghat	Passed out in 1993 with II Division.

ACHIEVEMENT/CERTIFICATION/TRAINING

	Got reorganization from Last Company for outstanding contribution in accounts and logistics maintenance. Got Certification in Financial Accounting System (CFAS) from Kolkata. Got Six months training from Academy of Accounts and Taxation on manually and Computerize (Tally) Accounting System and Taxation from Kolkata. Successfully Completed computer courses on MS-Dos, Word-Star, Tally ERP9&ERP(ORACLE), (Financial Accounting), Windows, MS-Office from State Youth Center from
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	<i>Kolkata.</i>
PERSONAL DETAILS	
	<i>Date of Birth: 25th January 1976. Martial Status: Married Language Known: English, Bengali, Hindi. Interest: Music, Photography and Cooking.</i>

Declaration:

I declare that the information given above is true and correct to the best of my Knowledge.

Place : Diva/Thane (Maharashtra).

(Prabir Rana)