

RESUME

Suman Biswas

Assistant Accountant

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Present Residence:

B2 51/58 Dum Dum Road.
Kolkata - 700 074

Permanent Residence:

Vill- Tantra, P.O.-Bhabla,
P.S.-Basirhat, Dist- North 24
Parganas
Pin-743422

Summary:

I am an ambitious, enthusiastic and diligence individual with a keen eye for detail and a flair for accounts. I am competent in the use of Microsoft Excel, Word and willing to undertake further training and development and possess a real desire to launch in accounting career. I am capable of working within a fast paced & challenging environment, and can make a real commercial impact as well as improve an employer's business performance. I am currently looking to work for an employer who offers a modern and friendly working environment.

FUNCTIONAL AREA:

Billing, Collection, Outstanding Reconciling, MIS making, client handling, etc.

WORK EXPERIENCE:

<u>Sl No.</u>	<u>Company</u>	<u>Product</u>	<u>Type of Operation</u>	<u>Working Period</u>	<u>My position</u>
1. Present	Avis India (Mercury Car Rentals Pvt Ltd)	Car Rental	Service	5 yrs 6 month	Accounts Assistant
2 Previous	Inkbird Packaging Pvt Ltd	Mono Cartoon	Manufacturing	1yrs 8 month	Accounts Assistant
3 Previous	Reliance Life Insurance Company Ltd	Insurance Policy	Service	6 months	Sales Manager

Present Organization: Avis India

Since January'15 with MCRPL.

Avis India is a Joint venture between The Oberoi Group & Avis Budget Group (a leading global provider of vehicles rental services).Avis is India`s leading car rental services provider and has been present in the country for over 20 years.

Responsibilities:

- Clients Bill processing and submission.
- Petty Cash handling of Branch.
- Outstanding Reconciliation.
- Collection Follow Up
- Maintain MIS day wise
- Creditors Payment Responsibility.
- Making Provisions on monthly basis.
- Card charging & reconciliation of Credit card Payments.
- Vendor payments.
- Co-ordinate with different units.
- Solve different queries raised by client & Vendors.
- Preparation variance Report.

Previous Organization: Inkbird Packaging Pvt Ltd

From April'13 to Dec'15 with Inkbird packaging Pvt Ltd.

The company is engaged in manufacturing of Various Mono Cartoon Box and Corrugation Box.

Responsibilities:

- Accounting entry in Tally.
- Assist to submit E.R-1 (Excise Return filling)
- Sales Tax and Purchase Register preparation
- Cash Book handling.
- MIS making.
- Inventory maintain.
- Daily Sales Report maintain.

Previous Organization: Reliance Life Insurance Company Ltd.

From Dec'12 to April'13 with RLICL as a Sales Manager.

Responsibilities:

- Insurance Policy sale and provide superior customer service.
- Recruit Insurance Agent and Trained them.
- Interact With Customer for all their policy related needs.

Education Qualification:

Sr.	Exams	Board / University	Year of	Percentage
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No.			Passing	
01	Post-Graduation Diploma in Finance	Symbiosis Pune	Sem-I	
02	Graduation	Calcutta University	2009	50%
03	Higher Secondary(commerce)	W.B.C.H.S.E,	2006	67%
04	Secondary	W.B.B.S.E,	2004	74%

Other Qualification :

Diploma in Travel & Tourism & Airline Certified by IATA & UFTAA.

Computer Knowledge :

Certificate Course covering with Tally-E.R.P 9, MS Word, MS Excel, E-mail

Other Personal Information:

Date of Birth : 24.09.1988

Nationality : Indian

Sex : Male

Marital Status : Married.

Father's Name : Mr. Rakhal Biswas

Languages Known : Bengali (Mother tongue), Hindi (Spoken Only), English,

Personal Skills : Extremely Energetic, Flexible, Quick Learner.

Hobbies : Social Work, Reading, Playing.

Other Activity : Accountant of '**Young Treasure**'. (Work on Environment and Social Welfare).

SELF DECLARATION:

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

Date:

Place: Kolkata

Suman Biswas
Signature