

## RESUME



### SUMANTA DAS

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ADDRESS: Dharsa Pal Para, P.O- G.I.P colony, P.S- Jagacha, Dist- Howrah, PIN-711112, W.B

To lead from the front or as a team member and contribute towards organizational growth by facing upcoming challenges blended with the responsibilities delegated upon and an ability to trouble shoot and find workable solutions to problems quickly.

#### CAREER OBJECTIVE:-

- To Inculcate Leadership Qualities.
- Ensure Moral Development and Proper Discipline.
- To work towards securing team goals and attaining major objectives of the company. To provide constant motivation to self for better performance.

#### Core Skills & Knowledge: -

- Innovative Planning, Team Building, Leadership, Decision Making and Implementation. Experience in Microsoft - Office, Internet, Microsoft –Excel and Tally.
- Knowledge in Direct Tax (ITR-1, ITR-3, ITR-4)
- TDS Calculation & E-filling.
- GST Calculation and preparation of GSTR1 / GSTR3B/ GSTR9. And reconciliation with GSTR-2B.
- Bank Reconciliation, Maintain of Books of Accounts, Journal, Party Ledger and Balance Sheet.

#### WORKING EXPERIENCE: -

Working as Accounts Assistant in **RKB Global Flux Private Limited** from Feb'2023 to till date

- TDS E-Filling, TDS Calculation and Reconciliation.
- GST Calculation, Preparation of GSTR1, GSTR3B & Reconciliation with GSTR-2B.
- Regular Journal, Receipt and Payment entries in Tally Prime.
- Preparing Sales Invoice and generate E-Waybill.
- Purchase Order Booking.
- Checking of Voucher entries.

Working as Accounts Executive in **MPJ Jewellers (GB) Pvt. Ltd.** from July'2016 to Feb'2023.

- Maintenance of Books ofAccounts.
- Preparing bank reconciliation statements for reconciling cash & bank balances involving active coordination with bank authorities.
- Regular Journal, receipts and payment entries in Tally.  
Maintenance of GST, Income Tax, TDS E-Filling.
- Branch Reconciliation Preparing Personal Accounts.
- Banking

Working as Accounts Executive in **Supreme & Co. Pvt. Ltd.** from Jan'2015 to May'2016.

- Maintain of Books of Accounts, Inter Company reconciliation, Debit Note & Credit Note.  
Preparing bank reconciliation statements for reconciling cash & bank balances involving active coordination with bank authorities.
- Regular receipts and payment, General Expenses voucher entries in ERP.
- Maintain daily vouchers, reconciliation debtors and creditors, other bank related work  
Maintenance of VAT, CST, E-Filling, & Excise Register, Excise & Service Tax Reconciliation.  
Preparing Letter for Payment through NSIC, RTGS, and NEFT.

**EDUCATION**

- Bachelor in Commerce (Hons), 2011, Calcutta University
- West Bengal Council of Higher Secondary Education, (High School), 2007
- West Bengal Board of Secondary Education, 2005

**Professional Qualification:**

- Course in Information Technology Application (Microsoft Word, Excel, PowerPoint, Internet)
- Course in Financial Accounting System from Computer Training Institute State Youth Centre, Ramrajatala. (Tally7.2)
- Course in Accounts & Finance from Tally Academy (Tally ERP9)
- Course in Industrial Taxation from Tally Academy. (Indirect Tax & Direct Tax)

**Language Known:**

English, Hindi, Bengali,

**HOBBIES:**

Playing Football & Cricket, Listening to songs, Cooking.

**STRENGTH:**

I believe in teamwork and excellent performance.  
I have the ability to communicate with every level of the organization.

**Personal Details**

Father's Name : - Bhabani Charan Das.  
Mother's Name : - Tapasi Das.  
Date of Birth : - 10<sup>th</sup>, June 1989.  
Religion : - Hindu.  
Gender : - Male  
Marital Status : - Married.

I do hereby declare that all the information furnished I above are true correct to the best of my knowledge and belief.

Place: - Howrah  
Date

Signature  
(Sumanta Das)