

CURRICULUM VITAE



Sourav Ranjan Majumder

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om

- *Affinity to numbers*
- *Open mindness*
- *Analytical*
- *Assertive*
- *Time management*
- *Creative*
- *Strong listener*

Career Objectives

Detailed-oriented Accountant focused on improving company financial operations and streamlining processes using effective leadership, planning and decision making abilities. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge

Professional and Academic Qualifications

EXAMINATION	INSTITUTE / BOARD / UNIVERSITY	YEAR	MARKS (%)
Perfect Accountant	The Institute of Computer Accountants	2006	80%
B. Com (Hons.)	University of Calcutta	2003	41%
Higher Secondary	WBCHSE	2000	57%
Secondary	WBBSE	1998	57%

Work Experience

Magma Fincorp Limited	July 2017 to till date
Job Responsibilities	
<ul style="list-style-type: none"> • Looking pan India vendor payment Legal, RCU, Valuation, LIP, DSA etc. & receivables from customer (MHDl) in ERP with 100% accuracy • Compiled general ledger entries on short schedule with nearly 100% accuracy • Supported monthly reporting analysis to achieve validation of internal reports & to reconcile financial operations & general ledger. • Coordinate the Statutory Auditors in getting the audit completed in due time 	

M F Process & Solutions Pvt. Ltd.	Sept 2013 to June 2017
Job Responsibilities	
<ul style="list-style-type: none"> • Looking pan India vendor payment Legal, RCU, Valuation, LIP, DSA etc. & receivables from customer (MHDl) in ERP with 100% accuracy • Supported monthly reporting analysis to achieve validation of internal reports & to reconcile financial operations & general ledger. • Coordinate the Statutory Auditors in getting the audit completed in due time 	

Shyam Steel Industries Ltd.	August 2011 to August 2013
Job Responsibilities	
<ul style="list-style-type: none"> • Looking pan India vendor payment Project Accounting, Invoicing, checking, TDS-STDS, Exise, Service Tax etc. in SAP (MIGO, MIRO) • Supported monthly reporting analysis to achieve validation of internal reports & to reconcile financial operations & general ledger. • Coordinate the Statutory Auditors in getting the audit completed in due time 	

SPML Infra Ltd. (Formerly Subhash Projects And Marketing Ltd.)	April 2008 to July 2011
Job Responsibilities	
<ul style="list-style-type: none"> • Looking pan India vendor payment Project Accounting, Invoicing, checking, TDS-STDS, Exise, Service Tax etc. in SAP (MIGO, MIRO) • Checking bills of Purchase, Vendor, Sub-Contractor & Overhead (Capex, Opex) • Retention as per P.O., Reconciliation & Vendor Ageing • Preparing the monthly MIS & Reconciliation statement to assist management • Coordinate the Statutory Auditors in getting the audit completed in due time 	

Basu & Co. Road Contractor Pvt. Ltd.	February 2007 to March 2008
Job Responsibilities <ul style="list-style-type: none"> • Looking vendor payment Project Accounting, Invoicing, checking, TDS-STDS, Exise, Service Tax etc. • Checking bills of Purchase, Vendor, Sub-Contractor & Overhead (Capex, Opex) • Retention as per P.O., Reconciliation & Vendor Ageing • Participate in bidding of Govt. tender & Commercial Accounting (Way bill) • Preparing the monthly MIS & Reconciliation statement to assist management • Coordinate the Statutory Auditors in getting the audit completed in due time 	

B. A . & Brothers (East) Ltd.	April 2004 to January 2007
Job Responsibilities <ul style="list-style-type: none"> • Looking vendor payment & customer accounting, Invoicing & checking, Exise, Service Tax etc. • Checking bills of Purchase, Vendor, Overhead • Taking order as per P.O., Reconciliation & Vendor Ageing • Commercial Accounting (Way bill), Stock Management of Clearing & Forwarding Co. • Preparing the monthly MIS & Reconciliation statement to assist management • Coordinate the Statutory Auditors in getting the audit completed in due time 	

Computer Skills
 Equipped with the working knowledge of application package **SAP (FICO, MM Module)**, ERP, Tally-ERP 9, **MS Office (Word, Excel, Power Point) & Internet Explorer**

Soft Skills
 Have Good Interpersonal & Communication Skill, Confidence on my ability to work towards achieving professional goals.

Major Strength

- Advanced accounting skills
- Calculating liabilities
- Superior attention to detail
- SAP expertise
- Oracle proficiency

Personal Details	
Father's Name	Mr. Priti Ranjan Majumder
Date of Birth	12 th October, 1981
Nationality & Religion	Indian, Hinduism
Marital Status	Single
Languages Known	Bengali, Hindi, English
Interest & Hobbies	Listening music , Playing football, cricket, interacting with people & building relationship

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Date:

Place: Kolkata.

(Sourav Ranjan Majumder)