

# Swapan Das

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## **Career Profile: -**

Ten years' experience in Indirect Tax, MIS, Commercial Accounting, Corporate Accounting, computerized accounting system, and reporting to Manager & Management on regular basis. Good working experience in Tally & SAP Accounting.

Seeking a position in Accounts with new set of challenges in Corporate Accounting where extensive experience will further develop and utilized.

## **STRENGTHS: -**

- Indirect Taxation.
- Entry Pass {PO – Entry Sheet (MIGO) – MIRO}, Collection Entry.
- Accounts Finalization, financial statements preparation.
- Customer-oriented and strong negotiation skills
- Direct customer support experience including administrative experience
- Statutory compliances.
- Knowledge in accounting financial software like Tally & SAP.
- Excellent analytical and problem solving with the ability to make well thought out decisions & Leadership skill.

**PROFESSIONAL EXPERIENCE: -** Presently working with Acce Global Software Pvt. Ltd as Sr. Accounts Executive since January 2021.

## **Brief Profile of the Present Company:-**

AEEC Anti Theft App provides unique solutions to retrieve stolen or lost phone. Mobile Accessories, Refurbished Mobile etc.

**Current Responsibilities: -** Reporting to Managing Director, Manager of Finance on the Following areas -

**Accounting: -** General accounting like Journal entries, Sale, Purchases, Debit Note, Credit Note, Collection & Payment entry, Inventory and Maintenance of Stock Register & Vendor bill entries pass.

**GST: -** Calculation of GST, Online payment & Preparation of GST online returns (GSTR-1, GSTR-3B, GSTR-2A). Handling of GST matter with GST officers & Commissioner. Additional business place (Godown) Registration in GST portal. Customers GST Number Checking & validation.

**E- Way Bill: -** Online generated E-Way Bill, C&F & Branch wise training & Problem handling.

**Reconciliations:** - Preparation of Debtors & Creditors Reconciliation Statement, GSTR-2A & Purchase Register Reconciliation, BRS, Sales Mismatch Reconciliation, Stock Maintain, GST Amount with GL Amount Reconciliation Party sales mismatch Reconciliation. Documents provide to Party & Submit to Sales Tax Commissioner.

**Checking Sales Bills, Advance Received Settlement & Advance Refund:** - After billing for proper IGST, CGST & SGST put in Invoice, GL and Proper state wise.

**Checking:** - Delivery Challan, Employee Expenses, Customer documents for Code open & Bill pass etc.

**MIS:** - Preparation of monthly sales report Party, Quantity & Products wise sales report, MD & Director requirement wise report Preparation.

**Professional Tax:** - Calculation of P. Tax, Online Payment & Preparation of online P. Tax returns.

**TDS:** - Preparation of vendors' TDS statement, checking of Employees' tax Documents & deducted TDS. Income tax documentations for tax assessment.

**Audit:** - Physical Verification of Fixed Assets & Stock for Internal Audit, statutory Audit & GST

**Petty Cash:** - Handling petty cash working, preparation of daily petty cash report then sent to Managing Director.

**Quotation & Order Confirmation:** - Preparation of all kind of products Quotation & Order Confirmation.

**Trade Licence & Property Tax:** - Preparation of Trade Licence & Property Tax online challan generate, Checking & Payment.

**Employee Report & Handling:** - Checking Employee Daily Report, Employee Weekly Expenses working & Staff, Vender, C&F & Dealers handling.

**PREVIOUS COMPANY:-** 1) Worked as Jr. Accounts Executive in Acclaris Business Solutions Pvt. Ltd. from August 2010 to March 2015.  
2) Worked as Accounts & Admin Executive (Branch In charge) in Mectron Dental India Pvt. Ltd. from April 2015 to May 2017.  
3) Working as Accounts Executive in CENTURY TEXTILES AND INDUSTRIES LIMITED & UltraTech Cement Limited-- CEMENT DIVISION from May 2017 to December 2020.

**Brief Profile of the Previous Company:-**

- 1) Acclaris is the leading provider of financial technology and integrated services for the administration of consumer healthcare accounts.
- 2) Mectron Dental India Pvt. Ltd. is a totally owned subsidiary of Mectron, Italy which was established in the year 2004. Mectron is a company committed to creating and producing the finest dental equipment.
- 3) Century Textiles & Industries Limited & UltraTech Cement Limited – Manufacturing of Cement.

**Previous Responsibilities:-** Reporting to Management, Manager of Finance, Admin & Logistic department on the Following areas

**GST, E-Waybill, C,F & E1 Form, Sales Tax(Appeal, Assessment), Collection Entry, Entry Pass, Code Open, Service Tax, Accounting, Reconciliations, MIS, Employees' Provident Fund, Professional Tax,**

**ESIC, TDS, SAP & Tally Accounting, Petty Cash, Admin Working, Quotation, Order Confirmation, Tender, Employee Report, Employee Handling, Audit & STPI.**

**VALUES OFFERED:-**

- A never say die attitude.
- Dedication.
- Highly trustworthy.

**EDUCATIONAL QUALIFICATIONS: -**

**Professional: -**

- Diploma in Computer Fundamentals from “Information & Communication Technology”.
- Diploma in E Commerce from “Information & Communication Technology”.
- Diploma in Tally9.0 from “Information & Communication Technology”.
- **Financial Accounting:** Tally
- **MS Office:** Word, Excel & Advance Excel, Power point.
- **Commercial Applications:** Personal Taxation.

**Academic: -**

- Passed Secondary Examination in 2005 under W.B.B.S.E.
- Passed Higher Secondary Examination in 2007 Under W.B.C.H.S.E.
- Passed B.Com (H) in 2010 under University of Calcutta.
- Passed MBA Finance & HR in 2020 under Swami Vivekananda Subharti University.

**PERSONAL PROFILE:-**

<b>Name: -</b>	<b>SWAPAN DAS</b>
<b>Father’s Name: -</b>	Naranarayan Das
<b>Date of Birth: -</b>	5 <sup>th</sup> . March, 1989
<b>Gender: -</b>	Male.
<b>Marital Status: -</b>	Unmarried.
<b>Language Known: -</b>	Bengali, Hindi, English and Oriya.

**Date:**

**Place: Kolkata**

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**SIGNATURE**