Avijit

Avijit.128025@2freemail.com

**Accountant**

**Professional Summary**

1. A Professional Accountant with more than **17 years** of rich experience in the field of Finance, Administration and FMCGs. with **International exposure** in Dubai.
2. In depth knowledge on indirect taxes like VAT, FBT, TDS, Service Tax etc.
3. Well versed with the Book Entries of Sales, Purchase, Reconciliation and Accounting of Debit & Credit.

**IT Skills**

1. Good knowledge on Tally.
2. Has worked extensively on SAP R3 Systems.
3. Extensive knowledge on most tools of MS Office.

**Professional Experience**

**Electronics LLC , group Company Dubai**

**Accountant**

From August 2010 to Till Date

Reporting to: Finance Manager

***Key Responsibility Areas:***

1. Looking after the Accounts Payable.
2. Monitoring the fund management.
3. Liasioning with the bank for bank gurantee.
4. Looking after the Other income side of the company.
5. Preparing Annual Budget, Monthly Fund requirement & submitting it to the Specified Authority.
6. Preparing & submitting MIS Report to Management.

**Samsung India Electronics Ltd., Kolkata**

**Sr. Executive – Commercial**

From March 1998 to November 2008

Reporting to: Regional Commercial Manager

Samsung India Electronics Ltd is the flagship Company of Samsung; it is a market leader in hi-tech electronics manufacturing and digital media.

***Key Responsibility Areas:***

1. Entering collection in the system on daily basis.
2. Entering of Sales order as and when received from sales people & dealers.
3. Looking after the payment of vendor.
4. Filling of sales Tax & Service Tax returns as per statutory requirements.
5. Attending to the customers and solving their queries.
6. Preparing Bill and statutory record registers.
7. Interacting with auditors for audit and other purposes.
8. Submitting E.S.I. along with the return on monthly basis.

**Summit Usha Martin Finance Corporation Ltd. (UMFL),** **Kolkata**

**Executive Fixed Deposit**

From January 1996 to February 1998

Reporting to: Manager - Fixed Deposit

**Usha Martin Finance Limited** was incorporated in 1989, and is a part of the US $600 Million Usha Martin Group of Companies. The group has diverse business interests in Steel, Wire Ropes, Ropeways, Telecommunication Cables and Information Technology

***Key Responsibility Areas:***

1. Looking after the backroom of resource mobilization Department
2. Preparing vouchers, bank books & Bank Reconciliation Statements.
3. Liasioning with Bank.
4. Looking after maturity Payments.
5. Monitoring day to day banking activities.
6. Monitoring dispatch of Fixed Deposit Receipts.
7. Looking after monthly payment of brokerages & other bills.
8. Monitoring the funds budget.

**Hindustan Lever Ltd. (HLL), Kolkata**

**Accounts Department**

From December 1992 to December 1995

Reporting to: Accounts Manager

Hindustan Lever Ltd (HLL) is India's largest FMCG Company. Its products are manufactured in over 40 factories across India and the associated operations involve over 2,000 suppliers and associates. It has been recognized as a Golden Super Star Trading House by the Government of India. Presently, HLL has over 16,000 employees including over 1,200 managers.

***Key Responsibility Areas:***

1. Handling the correspondence from various Depots.
2. Setting Carriage & Forwarding Agents bills.
3. Setting promotional expenses bill of R.S and third party .
4. Checking credit notes,
5. Setting the bills of current damage claims by R.S
6. Listing of pay-in-slip.
7. Maintaining Customer Ledger and other sales accounting aspects of Carriage & Forwarding depots

**N.Ganguly & Co.,** **Kolkata**

**Trainee**

From March 1991 to June 1992

Reporting to: Director

N.Ganguly & Co is a privately held Auditing Firm in Kolkata.

***Key Responsibility Areas:***

1. Preparing Bill and statutory records and registers.
2. Ensure all the receipts and payments are made in time.

**Education Qualifications**

**Bachelors in Commerce (B.Com), 1989**

Umesh Chandra College, Calcutta University

**Post graduate diploma in Business Management (PGDBM) ,1990**

Management Studies Promotion Institute, New Delhi

**Certified Course on Computerized Financial Accounting, 1991**

Institute of Computer vision.

**References**

Available on Request

**Switch Details**

1. Average Employment Tenure : 3.5 Years per company
2. Other Perks (if Any) : 1 month leave, air fare to hometown.
3. Other Incentives (if Any) : NA
4. Present Notice Period : 30 Days
5. Expected Salary : As per Company Policy
6. Preferred Contact Time : Any Time

**Profile Key Words**

Finance, administration, FMCG, VAT, FBT, TDS, Service Tax, Book Entries, Sales, Purchase, Reconciliation, third Party, Carriage and Forwarding, Accounting, Debit, Credit, SAP, R3 Systems, tally, MS Office, FDR, brokerage, funds.

**Personal Details**

1. Date of Birth : 23rd November, 1967
2. Gender : Male
3. Marital Status : Married
4. Nationality : Indian