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| **BIKASH** “*A keen analyst with expertise in strengthening companies to lead in highly competitive situations”*  [vikash.33818@2freemail.com](mailto:vikash.33818@2freemail.com) | | | |
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| core24x24iconsKey Skills | |  | knowledge24x24iconsProfile Summary |
| |  | | --- | | ***Accounting Software Developing & Maintenance*** | |  | | ***Accounting Operations*** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | * A competent professional with **nearly 11 years** of India and Dubai experience in **Training & Development, General Administration & Finance Operation**s. * Capable of managing entire amount of **Finance Operations** like competency development, manpower planning, organization capability building, performance management, rewards & recognition. * Maintained and reconciled **accounts** as well as prepared reports; created, documented, and posted complex journal entries; recorded various intercompany transactions and cost allocations. * Effective communicator with excellent relationship management, time management, public speaking, interpersonal communication, self-motivation and strong problem solving skills. * Preparation of Business Blueprint document. * Configuration of Finance and account processes in SAP. * Set up of Extended **VAT Taxes** and **other Taxes on sales & purchases**. * Set up of **GENERAL LEDGER**, **CASH FLOW**, **ACCOUNTS RECEVIABLE**, & **ACCOUNTS PAYABLE** master and transactions. * Set up of Cash Journal & House Bank. * Configuration of Business Area. * Day to Day wish Maintains **Accounting Transaction** in Accounting Software. * Day to Day Maintains **Cash & Bank book** Manually & Accounting Software. * Day wish Maintains **Bank Reconciliation Statement (BRS)** in Tally. * **Payroll** Maintain in Tally for Employee salary Payment. * **International Financial Reporting Standard (IFRS)** * **Management Information System (MIS)** in Advance Excel. * **Vlookup, Hlookup, paivot table, paivot chart** and etc. * Managing the company's accounting transactions and reporting. * Ensure compliance of accounting activities with international and local accounting standards. * Preparing accurate **financial statements and reports on a monthly, quarterly and annual** basis. * Develop procedures and accurate implementation of the recording, classifying, and summarizing of daily financial transactions. * Ensure general ledger, subsidiary ledgers, and other financial records and schedules are accurately maintained. * Bookkeeping activities of the stores. * Responsible of all accounting processes (**cash and bank, supplier, contractor and customer account recording and collection/payment cycles**). * Reconsolidation of GL accounts and monthly closing process. * Prepare financial statements (**balance sheet, profit and loss, cash flow,** etc.) and submit periodical management reports to group finance function. * Periodical bank, customer and supplier account reconciliations. * **Deprecation Accounting Transaction Maintain on Fixed asse**t in Accounting Year. * Maintain good relations with other departments. * Provide all the information and explanations required by other department. * **Establish good relations with, banks, auditors, consultants**, etc |
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| career24x24iconsCareer Timeline  **TATA TELE SERVICE LTD, KOLKATA.**  **ACCOUNTANT**  **REDHA AL ANSARI EXCHANGE, DUBAI.**  **GENERAL ACCOUNTANT**  **PUJA DISTRIBUTER (FMCG), KOLKATA.**  **ACCOUNTANT** | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | **Feb’06 – Jul’08** | **Aug’08 – Aug’09** | **Sep’09 – Feb’12** | **Feb’12 – Apr’14** | **May’14 – Jul’15** | **Aug’15 – Till Date** | |  |  | **S R BATLIBOI & COMPANY (CA), KOLAKATA.**  **GENERAL ACCOUNTANT** |  | **S R BATLIBOI & COMPANY (CA), KOLAKATA.**  **GENERAL ACCOUNTANT**  **90** |  |   **KALPATRU GROUP OF COMPANY, KOLKATA.**  **ACCOUNTANT** | | | |
| softskills24x24iconsSoft Skills | |  | edu24x24iconsEducation |
| **Communicator Innovator**  **Thinker**  **Collaborator Intuitive** | |  | * BACHELOR IN COMMERCE from RISHI BANKIM CHANDRA COLLEGE under CALCUTTA UNIVERSITY in 2004. * HIGHER SECONDARY COMMERCE from GARIFA HOGH SCHOOL under WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION in 2001. * HIGHER SECONDARY from GARIFA HOGH SCHOOL under WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION in 1999.   **Other Courses:**   * SAP “FICO” ECC 6.0 version from INFOCUS TECH EDUCATION at KOLKATA in 2014. * “CERTIFIED INDUSTRIAL ACCOUNTANT” from THE INSTITUTE OF COMPUTER ACCOUNTANTS at NAIHATI in 2009. * ACCOUNTING with TALLY ERP 9.0 version from NIIT at BARRACKPORE in 2011. |
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| exp24x24iconsProfessional Experience  **Aug’15 - till date “S R BATLIBOI & COMPANY”, KOLKATA as an GENERAL ACCOUNTANT.**  **Role:**   * Day wish Accounts Maintains in Tally. * Day wish Cash & Bank book Maintains Manually or Tally. * Day wish Maintains Bank Reconciliation Statement in Tally. * Employee Salary slips creations in Tally. * Final Account creation. * Management Information System in Excel (MIS). * Vlookup, Hlookup, paivot table, paivot chart and etc. * Managing the company's accounting transactions and reporting. * Ensure compliance of accounting activities with international and local accounting standards. * Preparing accurate financial statements and reports on a monthly, quarterly and annual basis. * Develop procedures and accurate implementation of the recording, classifying, and summarizing of daily financial transactions. * Ensure general ledger, subsidiary ledgers, and other financial records and schedules are accurately maintained. * Bookkeeping activities of the stores. * Responsible of all accounting processes(cash and bank, supplier, contractor and customer account recording and collection/payment cycles). * Reconsolidation of GL accounts and monthly closing process. * Prepare financial statements (balance sheet, profit and loss, cash flow, etc.) and submit periodical management reports to group finance function. * Periodical bank, customer and supplier account reconciliations   Previous Experience  **May’14 – Jul’15 “REDHA AL ANSARI EXCHANGE”, DUBAI, UAE. As an GENERAL ACCOUNTANT.**  **Role:**   * Day to Day wish Maintains **Accounting Transaction** in Accounting Software. * Day to Day Maintains **Cash & Bank book** Manually & Accounting Software. * Day wish Maintains **Bank Reconciliation Statement (BRS)** in Tally. * **Payroll** Maintain in Tally for Employee salary Payment. * **International Financial Reporting Standard (IFRS)** * **Management Information System (MIS)** in Advance Excel. * **Vlookup, Hlookup, paivot table, paivot chart** and etc. * Managing the company's accounting transactions and reporting. * Ensure compliance of accounting activities with international and local accounting standards. * Preparing accurate **financial statements and reports on a monthly, quarterly and annual** basis. * Develop procedures and accurate implementation of the recording, classifying, and summarizing of daily financial transactions. * Ensure general ledger, subsidiary ledgers, and other financial records and schedules are accurately maintained. * Bookkeeping activities of the stores. * Responsible of all accounting processes (**cash and bank, supplier, contractor and customer account recording and collection/payment cycles**). * Reconsolidation of GL accounts and monthly closing process. * Prepare financial statements (**balance sheet, profit and loss, cash flow,** etc.) and submit periodical management reports to group finance function. * Periodical bank, customer and supplier account reconciliations. * **Deprecation Accounting Transaction Maintain on Fixed asse**t in Accounting Year.   **Feb’12 – Apr’14 “S R BATLIBOI & COMPANY”, KOLKATA as an GENERAL ACCOUNTANT.**  **Sep’09 – Feb’12 “TATA TELE SERVICE LTD”, KOLKATA as a ACCOUNTANT.**  **Apr’08 – Aug’09 “KALPATRU GROUP OF COMPANY”, KOLKATA as a ACCOUNTANT.**  **Feb’06 – Jul’08 “PUJA DISTRIBUTER” (FMCG), KOLKATA as a ACCOUNTANT.**  Description: personaldetails24x24iconsPersonal Details  Date of Birth: 28st November 1981.  Languages Known: English, Hindi & Bengali.  exp24x24icons Declaration  I do here declare that all the information given above is all correct to the best of my knowledge and I bear the responsibility for the correctness of the above. I am submitting my resume for you kind consideration, I promise to work to the best of my ability to contribute towards efficient working, I request to give me an opportunity for interview prove my suitability for the job. | | | | |
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