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| **BIKASH** “*A keen analyst with expertise in strengthening companies to lead in highly competitive situations”* vikash.33818@2freemail.com  |
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| core24x24iconsKey Skills |  | knowledge24x24iconsProfile Summary |
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| ***Accounting Software Developing & Maintenance*** |
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| ***Accounting Operations***  |
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 | * 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** |
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| **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 DetailsDate of Birth: 28st November 1981.Languages Known: English, Hindi & Bengali. exp24x24icons DeclarationI 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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