**SANJOY**

**EMIL ID:** [**sanjoy.373774@2freemail.com**](mailto:sanjoy.373774@2freemail.com)

Professional Accountant with over **10 Years** of experience specializing in Account Manager from BNB Group for international companies. My greatest strength is hard work; research skills and perseverance. To serve the organization with the best of my knowledge.

**EXPERIENCE:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2017-FEB-*Present ACCOUNTANT MANAGER***

**EMIRATES CAR PARKING RENTAL L.L.C/ Dubai/ U.A.E**

**Company Details:** Emirates car parking company is one of the best companies of Dubai. It’s mainly partnership car parking company, offers safety and security to customers’. The company owned three car parking areas, two underground and one open place. It provide monthly and hourly parking conveniences**.** It also has two running restaurants and a General Trading.

**ACCOUNTANT DUTIES:**

* Prepare cashbook, and handling cash related all work.
* Documents financial transactions by entering account information
* Prepare daily journal entries and general ledger account reconciliations
* Recommends financial actions by analysing account options
* Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports
* Maintains accounting controls by preparing and recommending policies and procedures
* Manages inventory and logistics
* Reconciles financial discrepancies by collecting and analysing account information
* Secures financial information by updating the company’s Financial Management System
* Maintains financial security by following internal controls
* Prepares payments by verifying documentation and requesting disbursements via cheque, cash or   
  online transactions
* Prepare variance analysis to budget forecasts and prepares monthly cash flow analysis on actual
* Manage the accounting for inventory, accounts receivables and payables
* Maintain overall responsibility for accounts payable, receivable and payroll
* Banking of all payments – cash and cheques in a timely manner and bank reconciliation

**2014-NOV- *Feb-17*  BRANCH ACCOUNTANT MANAGER**

**BNB Group / Kinshasa / DR Congo**

**Company Details:** BNB Group is large privately owned trading and distribution company Angola, RD Congo and Namibia. BNB Group is one of Central Africa’s

leading mass distribution companies focusing on fast moving consumer goods.

**Job Responsibilities:**

* Sales voucher and Purchase voucher entries
* Preparation of Payroll of staffs
* Following up account payable and account receivable
* Following up Client collection and maintain details
* Stock verification every week
* Purchase order and purchase calculation
* Shops, depots and branch inventory report
* Bank, H.O. and Client statement reconciliation
* Ship loading and unloading
* Issuing debit and credit note to shops and client
* Tax related all work
* Maintain proper bill system and send bill to client everyday
* Following up shop and client command everyday
* Handling depot related all works
* Prepare Sales and Purchase report and follow up management command

**2009-02 - 2014-12 EXECUTIVE ACCOUNTANT**

S B Marketing / Kolkata / India

* Finalization of Accounts
* Sales and Purchase entries
* Tax calculation and e-filing of vat return and submit of Income tax Return

**2007-10 – 2009-01 Working as a Jr. Accountant.** Company Deal with different type of essence, flavours, Ingredient which are used in bakery industries.

**2007-04 – 2007-09 Working as a Jr. Accountant.** Dredging (clear the bed of a river/ canal by scooping out mud and rubbish)

**Educational Qualification:**Holding a Bachelor degree in Commerce, pass on 2005 from C.U

Technical Qualification:

* + ACCOUNTING MANAGER Course from **CIA (Certified Industrial Accountant)**

**ICA (Dalhousie)** in the year 2011. (Certificate not received)

* + (Course: e-Office - Basic, F.A. Packages - Advanced Practical Accounts, Taxation, Central Excise & Service-Tax, Investment &Labour-Laws, R.O.C. and Banking and Personality Development Program with Effective Business Communication).

**Work Experience in Accounting Software**

1. **Tally ERP 9**
2. **Busy win**

#### **Personal Details:**

Date of Birth : 08th March, 1984

Nationality : Indian

Languages Known : English, Hindi, & Bengali

Hobbies : Watching movie, Reading books, listening music

**Date: Signature:**