

Mr. Sanu Das

CMA (Intermediate)

ABOUT ME

Highly motivated with a strong foundation in accounting principles, financial analysis, and management accounting. Adept at analyzing financial data, preparing accurate reports, and supporting strategic decision-making processes. Committed to continuous learning and professional development to achieve excellence in the field of management accounting.



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6.A Atal Behari Bose Lane Kolkata-700011

LANGUAGE

- English
- Hindi
- Bengali

EXPERTISE

- Management Skills
- Variance Analysis
- Critical Thinking
- Leadership

EDUCATION

B. Com (Hons) from Calcutta University in 2014

CMA Intermediate in 2016

CMA Final Group 4 in 2021

EXPERIENCE

Supravina (June'22 –December'23)

- Inventory Accounting and ensuring proper stock levels by taking note of lead time and reorder quantity.
- Purchase of stock, stock accounting as per IND AS 2, negotiation with vendors and compliances.
- Maintaining Cash book with site admin and petty cash handling.
- Accounting for daily cash and bank transactions and Bank Reconciliation statement preparation.
- Cost Centre accounting, cost allocation activities and ensuring accurate project profitability.
- Handling of labor payments, multiple vendor payments and TDS accounting – 194 C/ 194 J/ 194 I.
- Making GST payments through challan, Trade license and professional tax payment.
- Reconciliation of GSTR 2A with vendors and claiming Input Tax Credit
- Preparation of Purchase orders, Accounting for sales and purchases in Tally.
- Preparation of Attendance Sheet & Salary Sheet, Overtime Payment, Night Duty payments, Salary Slips.
- Generation of E-Invoices & E-Way Bills

Chatterjee Gazi & Association. (Feb'22 – Apr'22)

- Vouching of invoices, bills, and internal audit of Fairdeal Gas Company.
- Filing of GSTR return – GSTR 1, GSTR 3b.
- Reconciliation of GSTR 2A with vendors and claiming Input Tax Credit
- Filing of Income Tax Return – ITR 1/2/3/5/6.
- Ensuring proper accounting entries are made in Tally and overview.

SR Traders. (Aug'17 – Dec'21)

- Regular Vendor payments.
- Monthly GST Reconciliation.
- Bank reconciliation Statement on daily basis
- Purchase and Sale entries along with other ledgers.
- Online Tender Bidding

A K Chakraborty & Co. (Sep'16 – Mar'17)

- Handling of thrift fund, Gratuity fund.
- Preparation of Bank Reconciliation Statement.
- Filing of ITR 1.