

# Curriculum Vitae

## SATYAJIT GUHA

Date of Birth : 05.12.1988

Father's name : Mr. Subrata Guha

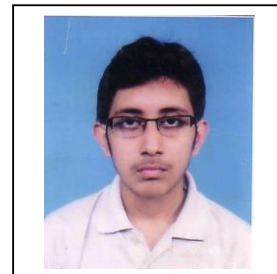
Nationality : Indian

Religion : Hindu

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Kolkata : 700028

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**Objective** : I want to obtain a dynamic position in a concern that offers  
Various opportunities and should utilize my skill to a great extent.

## ACADEMIC QUALIFICATION - B COM GRADUATE

**B Com** : From Motijheel Rabindra Mahabidyalaya under  
University Of Calcutta in the year 2010 – Percent 50%

**H S Exam** : From Dum Dum Baidyanath Institution under West Bengal  
Council Of Higher Secondary Exam in the year 2007 – Percentage 52%

**Secondary Exam** : From Dum Dum Baidyanath Institution under West  
Bengal Board Of Secondary Exam in the year 2005 – Percentage 57%

## TOTAL WORK EXPERIENCE IN ACCOUNTS FIELD - 9 Years

<u>Last Jobs -</u>	Company	Type	Department	Duration
	<u>Celex Technologies Pvt Ltd</u>	Manufacturing	Accounts Department.	<u>7.5 years</u> Sept'12 - Mar'20
	<u>R P Basu &amp; Co.</u>	Audit firm	Accounts Dept	<u>1 year</u> - Aug'11 to Jul'12

## Present Job -

Company	Type	Department	Monthly Salary	Duration
<u>Flyonit Solutions Pty Ltd</u>	IT Com..	Accounts Dept..	14,000/- ( Net )	Feb'21 - Present

## PROFESSIONAL KNOWLEDGE & EXPERIENCE

**Computer -** Basic – Microsoft Excel & Word, Accounts Software – Tally ERP 9, BMS

**Accounts -** Tally Entries - Sales , Purchase , Cash , Bank , Stock and other entries in Tally  
Banking - Bank entries , BRS ( Daily Basis ) in Tally, Online NEFT & RTGS ,  
Cash handling - Cash handled as cashier in Head Office

**Taxation -** TDS – TDS Return , Online Payment, form16 & 16A Download,  
P Tax - P Tax Online payment , P Tax Challan download from GRIPS,  
GST - GSTR-1 & 3B filling, Way Bill Generate

**Typing Speed -** 40 w.p.m

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**Worked in Last Company ( Celex ) for 7.5years -**

1. Worked in Tally
  - Sales , stock and Cash entries 20 branches & factory in all over West Bengal made in Tally ,
  - Bank Entries and BRS ( in daily basis ) in Tally ,
  - Checked Cash Deposit according to Sales individually for 20branches
2. Banking - Online NEFT & RTGS , Letter sent to bank through mail for different issues and for collecting debit advise.
3. TDS & GST - TDS & GST related entries done and TDS online payment & quarterly Return
4. Work of Help Desk -Complains of dealers from 20branches are to be handled and solved through Phone & Mail in last job
5. Server Related Work - Server Problem solved, Order received from online portal and digital signature attached & updated data in the online portal of individual car manufacturing company in last job

**Work in Present IT Company ( Flyonit Solutions )**

- 1) Sales Order , Invoices ( Sales , Ad-hoc ) and Subscription creation in BMS ( Accounts Soft.. ) , Annual and monthly Subscription updating
- 2) Payment , Bank entries and BRS in BMS , Online NEFT ,
- 3) Work in Stripe , Work on Domain ,
- 4) Reminding customers for collections ,
- 5) TDS return queerly and monthly TDS payment

**WORKED FROM HOME ( JUN'20 - AUG'20 ) - UNDER A TAX CONSULTANT ( Mr. Mithun Das )**

Accounts – Sales & Purchase entries , Payment & Received entries, Bank entries , BRS and other entries in Tally.

Taxation - TDS Online payment , TDS Data preparation . P Tax Online payment , P Tax Challan download from GRIPS , GSTR-1 & 3B filling, Way Bill Generate

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Language	<u>Speaking</u>	:	Bengali , Hindi , English
<u>Known</u> -	<u>Writing</u>	:	Bengali & English

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Date:.....

Signature.....



