



# CHANDRANI GHOSH

## ACCOUNTING EXECUTIVE

Self motivated, highly passionate and hard working. Looking for an opportunity to work in a challenging position to utilize my skills and knowledge to work for the growth of the organization.

## Education

- **2012**

Secondary Examination  
WBBSE - 51%

- **2014**

Higher Secondary  
Examination  
WBBHSE - 59.6%

- **2020**

B.Com (Hons) Graduation  
Calcutta University - 53%

- **2022**

Pursuing CMA  
Intermediate Examination  
ICMAI

## Skills

- Tally ERP 9
- GST
- MS Word, MS Excel
- Mailings
- Operating Pharma Software : Marg, CBO, Unisolve

## Language

English  
Hindi  
Bengali

## Experience

○ 2020 - 2022

**ATHENA PHARMACEUTICALS. KOLKATA**

**Accounting Manager and Cashier**

- Doing Bookkeeping and Accounting Entries.
- Preparing GST Returns, GSTR 1, GSTR 3B, GST Reconciliation.
- Preparing and Maintaining Data Through Tally ERP 9.
- Maintained Cash Book.
- Vouching, Booked Purchase & Sale Entry.

○ 2019 - 2020

**WONDER DRUGS PVT LTD. KOLKATA**

**Accounting Executive**

- Managed Daily Bookkeeping, Accounts Receivable & Accounts Payable.
- Maintained Bank Book, Bank Reconciliation Statement.
- Booked Purchase & Sale Entry in Tally ERP 9.

○ 2018 - 2019

**JIT CONSULTANCY. KOLKATA**

**Data Entry Operators**

- Booked Purchase & Sales Entry in Tally ERP 9

## Contact Details

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