

CURRICULUM VITAE

Mr. Ranjit Kumar Sarkar.

Address: Village –Mollarchaklshwaripur,
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OBJECTIVE:-

To associate with a company that provides a long term rewarding career opportunities by utilizing my skills and talents in the best way for the benefit of the company through challenging and growth oriented work environment with health environment.

EDUCATIONAL QUALIFICATION:-

EXAM	UNIVERSITY	YEAR OF PASSING
B.COM	KOLKATA UNIVERSITY	2003
H.S.C	KOLKATA BOARD	2000
S.S.C	KOLKATA BOARD	1998

TECHNICAL AND COMPUTER KNOWLEDGE:

MS-CIT, Excel knowledge

Ms Word, Tally 5.4 to Tally ERP 9 with GST.

Work Experience:

- 1) **M/s. Karvy Financial Services Ltd.**
(Small Business Fincredit Ltd.)
(Skill Name: Accounts ,Operation, & Customer Service. From 2016 to till Date)
- 2) **M/s. Anand Rathi Share and Stock Broker Ltd.**
(BSE, NSE, FNO, MCX, NCDEX, CURRENCY From 2007 to 2011, as Banking Works)
- 3) **M/s. Shalimar Export**
(Accounts Department From2006 to 2007)
- 4) **M/s. Chaudhry International**
(Accounts Department From 2006)
- 5) **Self Business:** (2011 to 2015).

Job Description :

Working:

- Maintaining Bank Accounts and B.R.S, MIS Banking.
- Communication with Customer & fund collection.

- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations .
- Prepare and submit weekly/monthly reports,
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Assist with senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting projects maintaining and reconciling fixed assets scheme.

Working with PRADHNYA and LLM Software, handing Accounts of clients, RTGS/NEFT, Data Entries, Prepares and analyzes financial reports, Income and loss statements, Uploading files, Solve Clients related queries, Responsible for acting as a liaison between customers and companies.

Assists with complaints, orders, errors, account questions, billing, Cancellations and other queries communication with all over Branches etc....

- **Taxes** – TDS, GST Relevant Accounting & Income Tax Return Filing,
- Presentation of NACH, ECS & PDC once in month as per EMI due date
- Maintaining all PDC data with total PDC cheques details in month wise master file.
- Updating of daily basis collection MIS & report to the Manager.
- Providing PDC's to legal team for LRN etc.
- Preparation of SOA for legal purpose.
- Helped in smooth Processing of Internal & External Audits.
- NACH Lodgment for all products.
- Reply call on mails with proper justification to location
- Lap Disbursed cases property Papers Cheques Dispatch to Location.
- Lap Disbursed with LOD Prepare, with each Location Cases

PERSONAL TRAITS:

Sincere and Hard Working.

Positive Attitude and Patience.

PERSONAL:-

Date Of Birth: - 01/01/1985

Marital Status: - Married.

Language Known: - English, Hindi, Marathi And Bangali.

Hobbies And Interest:- Listening Musics, Cricket & Reading

DECLARATION:

I hereby declare that all the information and facts given above are true to best of my knowledge and belief.

DATE:-

YOUR'S TRULY,

Ranjit Kumar Sarkar