CURRICULUM-VITAE

SOUREESH BISHAYEE

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OBJECTIVE:

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

SELF IDENTITY:

I am Indian, borne and brought up in Sodepur. My Date of Birth was February 13, 1999. MyMother, Smt. Srabony Bishayee is a Homemaker and my Father, Sri Anup Kumar Bishayee is a service holder under a state PSU. I am living at Natagarh since my birth. I can speak, read and write my mother tongue Bengali along with English and Hindi. I am young and energetic male intending to build up the foundation of my profession in **Accounts & Finance** confidently. I completed my **Cost management Accountant(CMA) inter** in December 2020 term and then completed my **post-graduation in accounting and finance** in regular basis from West Bengal State University main campus. I am doing some projects by collecting preliminary data on customer satisfaction and from showroom. And also I have experience about tax consultancy firm and also CMA firm near about 1 year. At present I am accountant at *McNally Bharat Engineering Company Limited* since September, 2022.

JOB EXPERIENCE:

- ➤ **McNALLY Bharat Engineering Company Limited- Sr. officer – Finance & Accounts**
  September, 2022 to November, 2023
    - Invoice processing (HO) in Oracle,
    - Audit compliances,
    - Payment advice generation & pay off in Oracle,
    - TDS submission, challan generation, PF & gratuity payment,
    - Bank reconciliation statement (BRS),
    - Payment processing of site & HO (Cheque, DD, NEFT/RTGS issuing etc.),
    - Other accounts related excel works (e.g. record maintatinance, GL maintained etc.),
    - Vendor ledger reconciliation,
    - TDS return, P-tax return,
    - Coordination with auditor
    - Income tax assessment

- ➤ **B Mukhopadhyay & co.(Cost accountants)- Accounts assistant**
  February, 2020 to December, 2020
    - Associate with stock audit

- ➤ **Suman & Associates- Accounts assistant**
  July, 2019 to January, 2020
    - ITR return filing
    - Audit report
    - GST return filling
    - Tally entry

ACADEMIC RECORD:

- **West Bengal State University (WBSU, main campus)- Regular course**
  Degree- Post graduation(M.COM, accounting and finance specialization)
  Passing Year- 2022
  Division- 1st (86.40%)
- **Maharaja Manindra Chandra College - University of Calcutta**
  Degree- Graduation(B.COM, HONOURS)
  Passing Year- 2019
  Division- 2nd (55.89%)
- **Sodepur High School (H.S.) - West Bengal Council of Higher Secondary Education**
  Degree- Higher secondary
  Passing Year- 2016
  Division- 1st (76.4%)
- **Ramkrishna Vivekananda Mission, Barrackpore - West Bengal Board of Secondary Education**
  Degree- Madhyamik
  Passing Year- 2014
  Division- 1st (69.43%)

PROFESSIONAL QUALIFICATION:

- ➤ ICMA inter qualified in 2020 December

ACTIVITIES & INTERESTS:

- ➤ **PAINTING:** Qualified 7th year with Distinction from Kolkata Charu & Karukala Society.
- ➤ **PROJECT:** Preparation of Projects in various subjects such as marketing, environment etc.
- ➤ **KARATE:** Qualified Brown III belt holder from Wado-Kai-Karate-Do association.
- ➤ **SWIMMING:** Amateur swimmer.
- ➤ **SOCIAL WORK:** Engage with an NGO (Hope & Initiative) working for homeless people.
- ➤ **HOBBIES:** Listening music, handicraft making etc.

COMPUTER SKILLS:

- ➢ Experienced in windows OS
- ➢ Office Applications
1. MS Word
2. MS Excel
3. MS Power Point
4. Data Entry
5. Spreadsheets
6. Document Formatting
7. Conditional Formatting
8. Presentation Design
9. Mail Merge
10. Pivot Tables
11. Excel formulas (e.g. SUMIF, COUNTIF etc.)
12. Macro in MS word
13. VLOOKUP
14. HLOOKUP
15. Chart Creation
16. Data Validation
17. Filtering
18. Advanced Excel Functions
- ➢ Knowledge about Tally ERP9
    - Trained by ICMA.
    - Certified in Basic Accounting & Tally in Grade '**A'** from professional institute.
- ➢ ORACLE applications

Place: Sodepur, kolkata

(SOUREESH BISHAYEE)

Date: