

# **RESUME**

**MANAS SARKAR**

Email id- [manas31sarkar@gmail.com](mailto:manas31sarkar@gmail.com)

Contact No- +917980165488



## **CAREER OBJECTIVE**

To get adequate exposure enabling me to enhance my knowledge, update and equip myself with various developments in the dynamic business environment so as to face the challenges posed by them and using the same to serve in an organization of repute.

## **PERSONALITY TRAITS**

- Excellent communication skills
- Good analytical skills
- Keen observer
- Smart working ability
- Highly trustworthy

## **TECHNICAL SKILLS**

- MS office
- Tally ERP 9

## **JOB PROFILE**

- GST workings.
- TDS workings & Payment.
- Quarterly TDS & TCS return submission.
- Prepare every month profit & loss MIS report.
- Maintaining the documents records.
- Branch/Control accounting.
- Prepare provisional balance sheet.
- Maintain privacy in all facets of client, employees and agency information.
- Responding the mails.

### **EXPERIENCE DETAILS**

- Associated with Tirupati Business Pvt Ltd. (Unit Easy Mart) From 30.04.2013-30-11-2014 as an Accounts Executive.
- Associated with Hirezone Systems Pvt. Ltd.(IT System) from 01.12.2014 to 31.01.2022 as an Accounts and Purchase executive.
- Associated with Dewar's Garage Ltd. from 01.02.2022 to till now as a Senior Ex. Accounts.

### **EDUCATION BACKGROUND**

- B.COM (H) passed from Calcutta University in year 2012.
- High secondary passed from Ramnagar High School in year 2009.
- High school passed from Ramnagar high School in year 2007.

### **HOBBIES**

- Listening music
- Playing cricket.

### **PERSONAL DETAILS**

Date of birth: 17-06-1991

Sex: Male.

Marital status: Married.

Languages known: English, Hindi, and Bengali

Address: Natunpally Paschim Para Near Atul Krishna Girls High School, Sonarpur- 700150

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

**Place:** Kolkata

**Date:**

(Manas Sarkar)