

RESUME

MANAS SARKAR

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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
- Saral TDS

JOB PROFILE

- Preparation and filing of GST Returns.
- Preparation and filing of TDS and TCS Returns.
- Payment of Statutory dues.
- Reconciliation of Input Tax Credit.
- Preparation of monthly MIS report.
- Branch/Control accounting.
- Preparation of Bank Reconciliation Statement.
- Filling of Data in Extranet Portal of Maruti Suzuki India Limited.

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)