

**PARTHA DUTTA**

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**PROFESSIONAL SYNOPSIS:** FINANCE AND ACCOUNTS

**PROFILE SUMMARY:**

* Over 10 years of experience in Financial Accounting
* Data Analysis & reviewing
* Accounts Receivable & Accounts Payable
* Knowledge of TDS, ITR Filling, GST

**AREAS OF EXPERTISE:**

* Planning and executing monthly / quarterly / annual closure schedules
* Ensuring reclassification and accounting of wrong or unaccounted entries

Prior to closure of the general ledger

* Preparing and presenting monthly management reports on cost & benefit analysis

**CURRENT EMPLOYMENT DETAILS:**

Working as **Accounts Executive with ATO India Ltd.** (Since Nov’2017)

**Key Responsibility:**

* Entering of Bills (all branches of Express Division) in ERP Software
* Scrutinizing & Entering of day to day accounting vouchers (Cash & Bank) in ERP Software
* Making adjustment entries for proper accounting
* Generate Monthly Outstanding Report
* Bank Reconciliation Statement
* Reconciliation of General Ledger
* Preparation of GST Workings
* Accounts Receivable
* Accounts Payable
* Assist to finalization of Accounts
* Preparation of data for ROC filing

**PAST EMPLOYMENT DETAILS:**

* **Premco Rail Engineers Limited** (From Feb’2017 to Nov’2017)

(Finance Executive – Kolkata)

**Key Responsibility:**

* Handling Bank (including BG) related work
* Preparation of MIS (Cash Book, Fund Flow, Material Register, Diesel log book, PO, WO, Transport, Meter Reading, Vehicle Register)
* Preparation of data & payment of TDS
* Filing of ITR & TDS Return (Company & Individual).
* Downloading & Reconcile of 26AS & Filling up of MGT-7
* Maintain BRS
* Day to Day Accounting Entries in Tally
* **Future Generali India Life Insurance Co. Ltd.** (Jul’2013 to Feb’2017)

(Finance Associate - East Zone - Kolkata)

**Key Responsibility:**

* Scrutinizing & Processing of Employees & Vendors Claim (As per company policy)
* Day to Day Accounting Entries in Sun System.
* Preparing of MIS Report (Provision, Budgeting, Cash Positive Report, Daily Tracker, Agreement Calendar, Schedule)
* Resolving the payment related queries
* Weekly discussion with Branch Heads on Cost Control Activity
* **1 to 1 Tutor India Pvt. Ltd.** (February 2011 to March 2013)

(Back Office Executive Operation – Kolkata)

**Key Responsibility:**

* Supporting day to day activities of the concerned department.
* Maintain MIS & Compilation of data
* Data Analysis & Reviewing
* Maintaining & validating the database
* Report generation
* Scrutiny & Preparation of Invoice
* **Computer And Networking**(November 2008 to January 2011)

(Accounts Assistant - Kolkata)

**Key Responsibility:**

* Scrutinizing of all vendor claims & day to day Accounting Entries in Tally ERP9
* Generate Sale Bill (As per quotation)
* Generate Purchase Order and mail to the client
* Updating of AMC information in Lotus Database
* Payment Follow up & Cash Handling
* Manually Form fill up (CST & Professional Tax, Vat, Way Bill, Gate Pass & Challan)
* Maintain of MIS
* Preparation of BRS

**EDUCATIONAL QUALIFICATION:**

* B.COM (Hon’s) from University of Calcutta in 2009

**COMPUTER PROFECIENCY:**

* ERP Software, MS office, V-lookup, H-lookup, Pivot, Sum-if, Count-if, Macro, Data Validation, Email and Internet.
* Tally ERP 9
* Oracle Application Developer Course (SQL, PLSQL, and Forms & Reports) from SQL Star International Ltd.

**PERSONAL DETAILS:**

Date of Birth : 22nd November, 1986

Fathers Name : Biswanath Dutta

Marital Status : Unmarried

Language Known : Bengali, English & Hindi

Nationality : Indian