RESUME
LOKNATH BASAK

loknath.19@rediffmail.com
8013550113/9674864707(m)

OBJECTIVE:

To be integrated part of the company to utilize the experience and the education for benefit of the organization and to work for satisfaction.

WORK EXPERIENCE:

➢ **Worked as an Assistant Manager Internal Audit-MSME in Annapurna Finance Pvt Ltd From Dec'2021 to Present.**
   Roles and Responsibilities:
   - All internal audit related work.
   - Branch audit, to find out the observation regarding loan file, loan approval & disbursement.
   - To detect any fraud or misappropriation irrespective of its size, magnitude other staff involved in it.
   - **Financial reports and records**: receipts, vouchers, cashbooks, bank deposit slip, bank statement, branch expenses.
   - **Loan Documents(Secured & Unsecured Loan File)**: Loan applications, applicant & co-applicant KYC, promissory notes, agreement book, CIBIL report check, all legal & technical documents and other documents check as per policy.
   - **Other observation:** staff discipline, hygiene, file arrangements, tagging, branch assets check etc.
   - Client Visit for verification, OD customer visit, death customer visit.
   - Prepare Audit report.
   - Submission of audit report to the Internal Audit Manager of the company.
   - Monthly MIS prepare.

➢ **Worked as a Team Member (Finance & Accounts) in Bargach Finance Pvt Ltd from July'2021 to Dec'2021.**
   Roles and Responsibilities:
   - Customer Loan - demand vs. collection Branch wise Data maintain in Excel.
   - Branch wise customer insurance details data maintain & send details to insurance company each month.
   - In daily basis branch wise cash in hand balance reconciliation in Excel.
   - Staff TA & branch wise petty cash expenses reimbursement.
   - MIS maintain.

➢ **Worked as an Accounts Officer in Ujjivan Small Finance Bank Ltd Kolkata from Sep'2014 to July'2021.**
   Roles and Responsibilities:
   - Day to day accounting.
   - Process Vendor Invoices.
   - Passing Payment, Receive, Adjustment & JV entries entry in the system & taking printout of all vouchers.
   - Handling petty Cash & passing cash entry in the system.
   - Processing travel advance, general advance of employees & vendor advance.
   - Online NEFT for payment.
   - Employee & Vendor creation & modification in Oracle Software & vendor management.
   - Basic knowledge of TDS & GST.
   - Reconciliation of control accounts.
   - Checking of conveyance & travel claims of employees, proper excelling of claims & passing conveyance & travel entries in the system, payment through NEFT on time.
   - Checking of branch expenses entries made by the branches & guiding the Cashiers about GL head & process.
   - Monitoring the advances and following up with concerned dept. & staff for settlement of travel advance, general advance of employees & vendor advance on regular basis.
   - Cash withdraw /deposit from Bank, voucher filling, cheque prepare

- ➤ **Worked as an Executive Assistant in MPS Distributors Pvt Ltd from June'2014 to Aug'2014.**
  Roles and Responsibilities:
  - Purchase, Sales, Payment, Receive & journal Entry Pass in Tally ERP9.
  - Preparing of Cheques and pass entry into accounting systems.
  - Prepare vouchers, Invoices in excel & tally.
  - Maintain Bank & Cash Book.

EDUCATIONAL QUALIFICATIONS:

- Master of Commerce (M.Com)(H) from Netaji Open University in 2015 secured 55.5% marks.
- Bachelor of Commerce (B.Com)(H) from West Bengal State University in 2013 secured 56.88% marks.
- Senior Secondary from W.B.C.H.S.E in 2010 secured 72.4% marks.
- Secondary from W.B.B.S.E in 2008 secured 66.5% marks.

TECHNICAL SKILLS:

Oracle, Finacle, BR.Net, MS Office (Excel, Word and Outlook), Tally ERP 9

PERSONAL DETAILS:

Father's name	:	Loknath Basak
Sex	:	Male
Nationality	:	Indian.
Marital Status	:	Married
Date of Birth	:	19-12-1991
Address	:	B-16, Mandir Park, Birati, Kolkata-700051
Language known	:	English, Bengali and Hindi.
Hobbies	:	Listening Music, playing cricket, Drawing.

DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief.

Place: Kolkata
Date**:**   (Loknath Basak)