



Supriya Kundu

Account Executive

At CHAKIAT SHIPPING SERVICES PRIVATE LIMITED
Kolkata, West Bengal, India

Summary

Experienced Account Executive with a demonstrated history of working in the retail industry/ Logistics Freight Forwarding Industry / and also Media & Entertainment Industry. Skilled in Microsoft Excel, Microsoft Word, Banking, E-file, and Tally ERP9, Microsoft NAV, Online.

Handling to manage GST returns & Filling, TDS return & Filling both as per government recommended periods.

Experience

CHAKIAT SHIPPING SERVICES PRIVATE LIMITED

Account Executive

March 2021 - Present

Kolkata, West Bengal, India

1. Preparing accounts and tax returns with GSTR 1 Return filling // GSTR 3b return filling and Tax payment. 2. GST Reconciliation with GSTR 2A, GSTR 2B with our Book's PR // Adjustment Set-Off GST account // GST TDS // 3. E-Invoice prepared and IRN. 4. Branch reconciliation. 5. Bank reconciliation. 6. TDS reconciliation Quarter/Yearly. 7. Invoicing and claim. 8. Purchase Invoices approval and make entry in systems. 9. Monthly Job costing analyzing. 10. Analyzing Saral GST for taxation recon. 11. TDS Payment, Return & Filling utility prepare. 12. Accounts Receivable & Accounts Payables. 13. Journal Voucher. 14. Other accounting day to day work.

Cargoline Global Logistics Pvt Ltd

Account Executive

November 2020 - March 2021 (5 months)

Kolkata, West Bengal, India

1. Invoicing related for Export & Import Shipment. 2. GST ITC Reconciliation with GSTR 2A, GSTR 2B with our Book ITC. 3. GST Returns & Filling. 4. TDS Return 26Q and 24Q and Filling and TDS deduction and Payment. 5. P-Tax payment and yearly Return. 6. Account Receivable and Accounts Payable. 7. Fund management daily basis. 8. Prepare monthly profitability report. 9.

Contact

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www.linkedin.com/in/supriya-kundu-004bb3127 (LinkedIn)

Top Skills

**Goods and Services Tax (GST)
Tax Deducted at Source (TDS)**

Active learning

MIS Reporting

Data analysis

Effective communication

Critical thinking

Problem-solving

Spreadsheet software

(Microsoft Excel, word, ppt, Office)

Financial statements and tax preparation software

(TALLY ERP 9, NET ACCESS)

Enterprise resource planning software (Microsoft Dynamics NAV)

Cash Flow Management

Data analysis

Indirect Taxation

TDS return

Accounts Payable

Accounts Receivable

GST filling (GSTR1 & GSTR 3b)

GST reconciliation, GSTR 9 reco.

Salary process and disbursal. 10. Assist with finalization of Balance Sheet. 11. Cash Handling. 12. BRS. 13. Sales calls, sales visit to customer. Logistics sales support. 14. Logistics operations with Transportation.

SVF ENTERTAINMENT PVT LTD

Account Executive

November 2019 - November 2020 (1 year 1 month)

Kolkata Area, India

Accounts Executive in SVF ENTERTAINMENT PVT LTD.

Job Responsibilities are as follows.

1. Vendors Purchase Order creations. 2. Vendors bills checking with actual PO and there quotations. 3. Purchase Invoices Entry in Microsoft Navision Software. 4. GSTR reconciliation between GSTR2A GSTR2B and Books ITC. 5. TDS return utility prepared and filling. 6. Accounts Receivable and Accounts Payable. 7. Vendors and Customer Ledger reconciliation. 8. Invoicing. 9. BRS. 10. Profitability report prepare Project wise.

Cargoline Global Logistics Pvt Ltd

Account Executive

July 2017 - November 2019 (2 years 5 months)

Kolkata Area, India

1. Invoicing related for Export & Import Shipment. 2. GST ITC Reconciliation with GSTR 2A, GSTR 2B with our Book ITC. 3. GST Returns & Filling. 4. TDS Return 26Q and 24Q and Filling and TDS deduction and Payment. 5. P-Tax payment and yearly Return. 6. Account Receivable and Accounts Payable. 7. Fund management daily basis. 8. Prepare monthly profitability report. 9. Salary process and disbursal. 10. Assist with finalization of Balance Sheet. 11. Cash Handling. 12. BRS. 13. Sales calls, sales visit to customer. Logistics sales support. 14. Logistics operations with Transportation.

INDUSTRIAL PRODUCTS & SERVICES

Account Executive

May 2015 - July 2017 (2 years 3 months)

Kolkata, West Bengal, India

1. Responsible for Market survey for taking rates different types of Industrial Safety items price Various type of Mechanical engineering Products. 2. Give customers quotation for their quires. 3. Coordinates with vendor for supply of the Material at nominated logistics services provider warehouse. 4. Prepared Road challan and Invoices for the material sale to our Customers. 5. Invoicing and Purchase invoice entries. 6. Banking Payment with BRS. 7. Customer

Follow-up for collection. 8. Coordinates with Transporter for dispatch the material on time. And as well as coordinator with the transporter for vehicle placed and Loading & unloading material properly. 9. Cash handling for Daily operations.

Education

Calcutta University, Kolkata

Bachelor of Commerce – B.Com (H), Accounting and Finance · (2011 - 2014)

UTTARPARA GOVT HIGH SCHOOL

HIGHER SECONDARY, Accounting and Finance

UTTARPARA GOVT HIGH SCHOOL

MADHYAMIK EXAMINATION, High School/Secondary Diplomas and Certificates.

Licenses & Certifications

Certificate in Industrial Accounting - CMC Academy - India

ENT/1983/53039/2015201039

Certificate in Advanced Accounting & Banking - CMC Academy - India

ENT/1984/53039/2015205640

Certificate in Capital Market & Taxation - CMC Academy - India

ENT/1985/53039/2015208191

Accounting Fundamentals - Corporate Finance Institute® (CFI)

31650767

Certification Course in Goods and Services Tax - Lingaya's Lalita Devi

Institute of Management & Sciences

53116-161-909-3695

Personal Details

- Father's Name: - Late Shir Ramkrishna Kundu
- Mother's Name: - Aruna Kundu
- Language Known: - Bengali // Hindi // English
- Hobby: - Playing Games and Internet Surfing and Watching Movies
- Date of Birth: - 14/07/1993
- Marital Status: - Unmarried
- Gender: - Male

Declaration

I hereby declare that all the above mention statement are true and correct to the best of my knowledge and belief.

Date:-

Place: - Konnagar

Signature of Candidate