

CURRICULUM VITAE

INDRAJIT KUMAR PAUL

9B, New Tangra Road

Kolkata-700046.

E mail ☐ sri.indrajitpaul@gmail.com

Mob No ☐ 9088442324/9804276985.



CAREER OBJECTIVE

- Benefit organization by contributing in organizational development and self enhancement by learning and experience.
- To use my analytical, subjective and interpersonal skills to the mutual development of my organization and myself.

PERSONALITY PROFILE

Dedicated, Optimistic, Energetic and Enthusiastic to work in flexible environment & willing to learn with good analytical skills and open mind.

PROFESSIONAL OBJECTIVE

To secure a challenging position in the organization where I can effectively contribute my skills as an Account professional.

ACADEMIC QUALIFICATION

Examination	Board/University	Division/Class	Year	Status
B.com	Calcutta University	Pass	2005	Completed
Higher Secondary(commerce)	West Bengal Council Of Higher Secondary Education	2nd	2002	Completed
Secondary	West Bengal Board Of Secondary Education	2nd	2000	Completed

COMPUTER KNOWLEDGE

Certificates	Institution
Windows, MS Word, Excel, Power Point, Internet.	Brainware Computer Academy

PROFFESONAL KNOWLEDGE

Certificates	Institution
Ex-Next Generation, Ace, Fact, Tally-ERP	Brainware Computer Academy
SAP-user level (MM,FICO,SD)	TAMANNA IT Solutions Ltd.
ORACLE	Present Company (MAGMA FINCORP LTD.)

WORK EXPERIENCE

Sl. No.	Company Name	Designation	Responsibilities	Duration
1.	MAGMA FINCORP LTD.	EXECUTIVE ACCOUNTANT	Accounts Payable and Receivable. Maintain collateral Fixed Deposit and it's accountability, Vendor Payments, Bank Remittance. MIS Report(vlookup, pivot, sumif etc.)	15/07/14 TO TILL CONTINUE.
2.	Hotel Sunrise Inn (A unit of Mitter Realtors Pvt. Ltd.)	Sr. Accounts Executive.	Accounts Receivable & Payable, Maintain Cash & Bank, Bank Reconciliation, maintain, deduction & Payment of TDS, Service Tax, VAT, Luxury Tax, P.Tax, E.S.I.C, Salary Disbursements, Maintain Books of Accounts.	01/10/13 To 30/06/14
3.	MPS Group of Companies.	Asst.Executive General Accounts.	Making Invoices & Sale reports of all branches, outstanding reports, preparation VAT & TDS reports, Accounts Receivable & Payable, Bank Reconciliation Statements, Maintain salary in Books of Accounts.	17/05/11 To 23/09/13
4.	QuadTech Grafiks (I) Pvt. Ltd.	Executive - Accounts & System.	Purchase, Sales & Voucher entries in system, Banking, Bank Reconciliation Statements, Making Stock Report, Branch Audit, Computation of VAT & P.Tax. Maintain Director's individual accounts.	17/05/10 To 30/04/11

LANGUAGE PROFEC

- Bengali - Read, Write and Speak.
- English - Read, Write and Speak.
- Hindi - Speak only.

PERSONAL DETAILS

- Father's Name : Sunil Kumar Paul
- Date of Birth : 05/03/1983
- Sex : Male
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu

HOBBIES AND AREAS INTERESTED

- Listening to music
- Travelling
- Watching movie & cricket
- Playing Cricket

Indrajit kumar Paul

(SIGNATURE)