****

**SOURAV ROY**

449, DAKSHIN PARA, RISHRA,

MOREPUKUR, HOOGHLY-712250

Contact: (M) +91 8777679560

Email: **roysourav538@gmail.com**

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# OBJECTIVE

My Objective is to complete my job by prioritizing time management & bring innovation in my work for ultimate job satisfaction & subsequent company’s benefit.

# EXPERIENCE

**TOTAL EXPERIENCE:**-“**1ST NOVEMBER, 2013 TO TILL DATE”**

* **PRESENT EXPERIENCE**

**Jagrati Paper Private Limited (From 1st November, 2020 to till date)**

**Designation: Accounts Assistant**

**Job Roll:**

* Accounts handling in Tally Software (**Tally Prime**),
* Handling of all loading & unloading details in Excel,
* Making Sales Invoices, E-Invoices & E-Way Bills generate,
* Preparing GSTComputation, Submit of GST Challan & Return,
* Maintaining all Purchase bills,
* Making of Debit & Credit Vouchers,
* Preparing all Debtors & Creditors outstanding dues statement,
* Preparing monthly Bank Reconciliation Statement,
* Handling audit purpose works (manage audit accounting transactions & documents) etc.

 **PRESENT SALARY**

* Amount Rs. 1, 92,000/- P.A.
* **PAST EXPERIENCE**

**Kapoor Mehrotra & Associates (From 1st November, 2013 to 31st October, 2020)**

**Designation: Accounts Assistant**

# Assignments Done:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statutory Audit** |  | **Major Clients:*** Natural Group (The Real Realtors)
* Rajpuria Group
* Salt lake Projects Pvt Ltd.
* Gupta Trading Co.
* Bhikharam Chandmal Sweets & Snacks Pvt Ltd. (Rajuji)
 |  | **Exposures:*** Preparation of Audit Reports and verification of compliance with Accounting Standards and Schedule III of Companies Act.
* Income Tax Return Filing.
* Prepared Balance Sheet, Profit & Loss A/C, Auditor Report, Director Report.
 |
| **Accounts** |  | * Home Companies
* L.S.Davar & Co.

  |  | * Bank Entry, Cash Entry, Journal, Purchase & Sales Entry, Others Accounting works [GST related works],

 * Some works on “MS-Word & Excel “.
 |
| **ROC Compliances Work** |  | * All Above Companies
 |  | * Filing of Forms - AOC-4, MGT-7, MGT-9.
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**EDUCATIONAL QUALIFICATIONS**

* B.Com (H) from Calcutta University with 2nd Division in the year 2012
* Class XII from W.B.C.H.S.E with 1st Division in the year 2009
* Class X from W.B.B.S.E with 2nd Division in the year 2007.

**TECHNICAL QUALIFICATIONS**

* **CIA+ (Certified Industrial Accountant)** course from **ICA** (Dalhousie Branch in Kolkata) in the year 2013 [Course: MS-Office (Word, Excel, PowerPoint), Tally.ERP9 & Internet].
* **GST Professional** course from **Aptech Computer Education** in the year 2019.

**PERSONAL DETAILS**

**Permanent Address :** 449, Dakshinpara, Rishra, Morepukur, Hooghly-712250

**Permanent Contact (M) No.** : +91 8777679560

**Permanent Email ID** : roysourav538@gmail.com

**Date of Birth** : 10th July of 1990

**Nationality** : Indian

**Religion** : Hindu

**Sex** : Male

**Marital Status** : Unmarried

 **Languages** : Bengali, English & Hindi

 **Physically Strong** : Yes

**Interest & Hobbies** : Movies, Music, Playing & Travelling.

**Disclaimer:** I hereby affirm that the information in this document is true, complete and correct to the best of my knowledge and belief.

 **Signature:**

 **Date:**