

## CURRICULUM VITAE

MONOJIT DAS

Vill:-Paikpara, P.O-Uttar-Raipur;  
P.S-Budge Budge; Dist- South 24 Parganas;  
Kolkata-7000137 State- West Bengal

**E-mail:** monojitdas528@gmail.com

**Phone:** 7980105663/8276821378

---

A dynamic professional with 6 years' experience in various types of accounting works and purchase & store related works in Partnership Firm & Private Limited Co.

➤ **Currently working in Signotron India Pvt. Ltd. As Purchase & Store Executive.**

**Core Competences:-**

- Maintaining the daily stock system with the Navision software.
- Creating of Purchase Order.
- Communicate with various vendors.
- Managing people of stores.
- Managing Distribution of materials to production on daily basis randomly.

➤ **Since May'18 to June'18** associated with Cygnus Group of Companies as **Accounts Executive.**

**Core Competences:-**

- Maintaining the Banking Section of various companies.
- Daily Maintaining Accounts as per Bank Statement and cash book.
- Creating the monthly expenses & revenue sheet.
- Taxation- Income Tax, GST, ROC, TDS etc.

• **Since August'15 to April'18 associated with Ghosal Barnwal & Co. (C.A. Firm) as Junior Accountant.**

**Core Competences:-**

- Daily Accounts Management in Tally ERP System.
- Accounts Receivables & Accounts Payables Handling of various Clients.
- Taxation – Income Tax, PT(Employees), ROC, TDS, Issuing TDS Certificate 16A & Form16, GST calculation of our clients.
- Creating monthly chart of PF & ESI of the employees of our clients.
- Lead the audit team of internal audit, statutory audit, and Stock audit during audit of different clients.

➤ **Software Exposure:-**

- MS-Office, Accounting software Tally, Microsoft Navision System in my current company.

➤ **Education:-**

- **B.Com Hons.** Passed in Higher Second Class, [58.67%] from Heramba Chandra College(South City College), Kolkata under [Calcutta University] in 2015.
- **Higher Secondary** Passed in First Division, [74.00%] from Nangi High School, Batanagar, Kolkata under [W.B.C.H.S.E] in 2012.
- **Madhyamik** Passed in First Division, [71.00%] from Nangi High School, Batanagar, Kolkata under [W.B.B.S.E] in 2010. Also I did a workshop in our college from TCS (Tata consultancy Services) and partly completed CIA Course from ICA(Chowringee).

### **PERSONAL INFORMATION**

Name : Monojit Das  
Date of Birth : 13/07/1994.  
Father's name : Tarak Nath Das  
Sex : Male  
Marital Status : Married  
Languages Known : Bengali, English and Hindi  
Nationality : Indian  
Religion : Hindu  
Permanent Address : Vill:-Paikpara, P.O-Uttar-Raipur; P.S-Budge Budge;  
Dist- South 24 Parganas; Kolkata-7000137

### **Declaration:**

I consider myself familiar with Computer Aspects. I am also confident of my ability to work in a team.  
I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: Kolkata**

---

Signature