




## CONTACT

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 Panchberia, Tamluk, East  
Mediniper, 721172

## EDUCATION

➤ **B.com: (81.15%) 2020-2023**

Bagnan College

(Under Calcutta University)

➤ **Higher Secondary: (76%) 2020**

Demari High School

(Under WBCHSE)

➤ **Secondary: (54%) 2018**

Kakharda Ramkrishna High  
School (Under WBBSE)

## EXPERTISE

➤ Adaptable

➤ Keen Learner

➤ Self-Motivated

➤ Team Worker

## Language

➤ English

➤ Bengali

➤ Hindi

# CHANDAN MAITY

## ACCOUNTS EXECUTIVE

### OBJECTIVE

Highly motivated and detail-oriented Accounts Executive professional with 1 year of experience in managing all aspects of accounts executive, including invoice booking, bank reconciliation, GST and TDS compliance, and financial reporting. Proficient in SAP Business One, Excel, Word, Tally ERP, and TallyPrime.

### WORK EXPERIENCE

**MOHAN JUTE LIMITED, FEBRUARY 2024 - Present;**

- Managing and processing all types of invoices.
- Maintaining accurate and up-to-date records of accounts payable, including vendor master files and payment schedules.
- Preparing and processing daily bank entries, cash entries, and other financial transactions.
- Ensurance of compliance with GST and TDS regulations, including filing of returns and payment of taxes.
- Preparing and analyzing financial reports, including debtors and creditor's reports, profit and loss statements, and balance sheets.
- Creation and managing business partner master data and general ledger in SAP Business One.
- Debtor & creditor reconciliation
- Reconciled input on monthly basis

### SKILLS

- GST and TDS compliance
- SAP Business One
  - Creation of G/L Masters
  - Cash Journals
  - Customer/ Vendor Masters Creation
- MS Excel, MS Word, MS Power Point
- Tally Prime & Tally ERP
- ITR1, ITR2, ITR3, ITR4

Date:\_\_\_\_\_

Signature\_\_\_\_\_