

# RESUME

SANANDA ROY

**Mob: +91 6289041866**

**E-mail :[sanandaaroy@gmail.com](mailto:sanandaaroy@gmail.com)**



## Objective:

To deliver my efforts and commitment towards my job to the best of my knowledge and ability that would add value to the respective organization.

## Working experience :

- **Purchase Accountant in Construction Company since July 2022.**
- Tally Prime & ERP.
- E-way Bill, GST, TDS, MIS.
- Updates & Maintains Bank Reconciliation, RTGS, NEFT.
- Monthly Stock Statement, Inventory maintains.
- **Accountant in Saree Manufacturing Company since November 2016 to June 2022.**
- Tally Prime (Maintains general ledger accounts) & Cash Handling.
- E-way Bill, GST, TDS.
- Updates & Maintains Bank Reconciliation, RTGS, NEFT.
- Monthly Stock Statement, Inventory maintains.
- **Accountant in R.P. Comtrade Pvt. Ltd. (Leather Gloves Manufacturing Company) Export & Import from January 2013 to 2016 October.**
- As a Tally Operator (ERP) Regularly updates and maintains general vouchers and ledgers in Tally.
- **Junior Accountant in Mechtech Designers & Engineers Pvt. Ltd (Machinery Manufacturing) Company from March 2012 to December 2012.**
- As a Tally Accountant & Computer Operator.
- **Back Office Asst. in Hero Honda Authorized Service center Balaji Motors from March 21-3-2011 to 28-02-2012.**
- Follow-up for Free Service & Paid Service & Tally Operating.
- **Junior Accountant in Siddhartha Engineering & Sales from January 2010-March 2011.**
- As a Accounting Software Operator (Expert 11.0).

- **Junior Accountant in Fiji Electronics Pvt. Ltd. (Manufacturing Unit) from January 2008 to January 2010.**

- As a Tally 9.0 Operator.

### Job Responsibilities::

- Vouching of Cash, Bank, Sales, Purchase & Journal Voucher, BRS etc.
- Vendor Receipt & Payment, Cash Handling.
- Stock Inward & Outward, Stock Statement, E-Way-Bill, GST.
- Making & Submitting Quotation, Purchase Order, Correspondence letter, if necessary.

### Academic Qualification

| Year of Passing | Examination      | Board/University | Percentage |
|-----------------|------------------|------------------|------------|
| 2001            | Madhyamik        | W.B.B.S.E.       | 58%        |
| 2003            | Higher Secondary | W.B.B.H.S.E.     | 47%        |
| 2006            | Graduate         | C.U              | 42%        |

### Computer Skills

Tally PRIME,ERP , EXPERT with MS Word

MS Excel, PowerPoint, Internet, Email.

### Personal Profile

Father's Name : Santosh Kumar Roy

Address : M.G .Road,Thakurpukur, Kolkata – 700063

Date of Birth : 27.08.1984

Sex : Female

Languages Known : Bengali, English & Hindi.

Other's Qualification : Completed News Reading & Anchoring Course from NITS Flim & Fashion School, Dhakuria, Kolkata – 68.

Nationality : Indian.

City : Kolkata.

Religion : Hinduism.

Date :.....

*Sananda Roy*

Signature