

# SANDIP MISHRA

Kadamkuli, Barakar Road, Purulia (Pin-723101) West Bengal India,  
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## Professional Summary

Dedicated Accounting Professional with 2+ years of experience in financial analysis, tax compliance, financial management and bookkeeping. Proficient in Tally Prime, GST filing, and advanced Excel. Adept at managing internal audits, mentoring teams and improving financial processes. Seeking to leverage my skills in accounting.

## Academic Qualification:

### Bachelor of Commerce (Honors)

*Sidho-Kanho-Birsha University, Purulia, West Bengal*

*Sep 2020 – Aug 2023*

### All India Senior School Certificate Examination (AISSCE)

*A.G.P. N Convent & E.R. School, Chakda, Purulia, CBSE*

*Aug 2018 – Jul 2020*

### All India Secondary School Examination (AISSE)

*Sep 2016 – May 2018*

## Work Experience:

### Accountant

*FREELANCING*

*Nov-2024-Present*

### Assistant Accountant

*AARS & CO (CHARTERED ACCOUNTANTS), Purulia.*

*Jun 2022- Nov-2024.*

## Responsibilities taken while working at AARS & CO.

- Maintained integrity of general ledger, including the chart of accounts.
- Data entry in Tally Prime, handling books of accounts, PF,ESI,TDS,reviewing the General Ledger and then the final preparation of the Financials (like Balance Sheet, Statement of Profit & Loss etc.) of companies and partnership firms.
- Analyzed monthly balance sheet accounts for Business reporting.
- Generated financial statements and facilitated account closing procedures each month.
- Filed Income tax & GST returns and prepared financial reports in compliance with strict standards.
- Computed taxes owed by applying prescribed rates, Laws and regulations.
- Project evaluations from a financial point of view.
- Handling finance operation of Business, preparation of accounts.
- Maintained the integrity of the general ledger and prepared financial statements, ensuring 100% compliance with statutory requirements.

- Streamlined GST and income tax filing processes, reducing errors.
- Collaborated with clients to resolve accounting discrepancies and implement process improvements

### **Additional projects undertaken in progress of Work Experience -**

- Trained and mentored 3 new hires, enhancing team productivity.
- Financials Verification Of NGO, Society, Clubs and Other Organization,
- Handling Internal Audit of Business and preparation of Financials and Finalization of Books of Accounts.

### **Skills:**

- **Technical Skills:** Tally Prime, GST Compliance, EPFO, ESIC, Payroll, TDS & TCS, Financial Reporting, MS Excel, MS Word, MS Office Suite, Income Tax, E filling, Financial Analysis, Accounting Software & Tools, PC knowledge and Internet Usage.
- **Soft Skills:** Communication, Problem-solving, Teamwork, Adaptability, Active Listening, Attention to Detail.
- **Financial Analysis:** Financial Statement Preparation, Balance Sheet Reviews, Cost Optimization.

### **Certifications:**

- Tally Prime with GST Certification - **National Skill Development Corporation.**
- Business Etiquette and Communication Skills - **TCS ion.**
- GST Certification - **PWC India** (Coursera).
- Excel Skills for Business - **Goldman Sachs and JP Morgan Chase & CO.** (Forage).

### **Extra-Curricular Activities:**

- Participated in Drawing and Painting Contest organized by School and Competitions, Plantation Drives organized by Local Body Offices & NGOs, Inter School Debate and Inter School Presentation Competition, Intra School Carrom and Volleyball Competition.

### **Languages:**

- Proficient in English, Hindi, Bengali

### **Hobbies:**

- Reading finance-related books and self-improvement literature
- Cycling and Participating in Local Tournaments (Football, Volleyball).

### **Personal Strengths:**

- Good communication skills, People management skills, highly ambitious and Intellectual.