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 Kolkata, Vill+po-monohar sujapur,
P.s-Galsi,Dist-purba Bardhaman

 hasan-arif-mallick-047918195

EDUCATION

Bachelor of commerce(H)

University of Burdwan, India, Burdwan
2014 - 2017

Higher secondary

west bengal council of higher secondary
education, India, Burdwan
2012 - 2014

Secondary education

West bengal board of secondary
examination, India, Burdwan
- 2012

SKILLS

- Accounts Payable (P2P)
- Indian Accounting
- Microsoft Excel
- Audit and Taxation
- SAP S4 Hana
- Financial Reporting
- Invoice processing
- GST & TDS Compliance
- Tally ERP 9 & Tally Prime

LANGUAGES

- English
- Hindi
- Bengali

HASAN ARIF MALLICK

ACCOUNTS PAYABLE

PROFESSIONAL SUMMARY

Dedicated and detail-oriented accounting professional with over 3 years of experience in accounts payable, invoice processing, audit, and Indian Accounting. Proficient in SAP S4 HANA, Tally ERP 9, Tally Prime, and Microsoft Excel. Currently working as an Associate at Tata Consultancy Services, specializing in GST, TDS, and report preparation. Adept at handling daily accounting tasks.

EXPERIENCE

- October 2022 - Now

Accounting Associate

Tata Consultancy services / India, Kolkata

- Prepare daily productivity and pending files.
- Process invoices and manage GST and TDS compliance.
- Conduct TDS audits and prepare monthly financial reports.
- Maintain and update accounting records in the Indian Accounting system.

- March 2019 - December 2019

Asst accountant

Primum chicks feeds pvt ltd / India, Burdwan

I was responsible for assisting the accounting team at Primum Chicks Feeds Pvt Ltd in India from March 2019 to December 2019. My role involved handling various financial tasks and supporting the company's overall financial objectives.

- Handled cash transactions and maintained employee attendance records.
- Managed book closing, sales, and purchase entries.
- Prepared weekly and monthly financial reports.
- Conducted inventory audits and supported overall accounting functions.

INTERNSHIPS

- February 2020 - September 2022

Account Assistant

S&G ASSOCIATE / India, Burdwan

Training in accounting and taxation, covering all key aspects of financial operations.