



KOYEL SAHA

CONTACT

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Dum Dum, Kolkata

CORE SKILLS

- Accounting Software: Tally Prime, Zoho Inventory
- Financial Reporting & Reconciliation
- Bank Entries, Purchase & Sales Entries, NEFT, BRS
- MS Excel (VLOOKUP, HLOOKUP, Pivot Table), MS Word, Email
- Client Account Management & Follow-ups
- GST, TDS Basic Knowledge
- E -Way Bill & E -Invoice

PERSONAL INFORMATION

Date of Birth 28/02/2002
Gender - Female
Hobbies -Listening to music, Reading story books
Religion - Hindu
Nationality - Indian



PROFESSIONAL SUMMARY

Detail-oriented **Accounts Executive** with **2+ years** of experience in accounting operations, branch reconciliations, and financial reporting. Proficient in **Tally Prime, Zoho Inventory, and MS Excel (VLOOKUP, HLOOKUP, Pivot Tables)**. Skilled in managing high-volume transactions, preparing financial statements, and ensuring compliance with accounting standards. Adapt at working in fast-paced environments, handling branch operations, and supporting audits. Seeking to leverage accounting expertise to contribute to organizational growth.



WORK EXPERIENCE

Accounts Executive - Green Power Solutions, Kolkata | Jan 2025 - Present

- Preparing daily accounting entries including bank, purchase, and sales in Tally Prime.
- Prepared proposals and presentations for potential clients.
- Prepared E -Way Bill and E -Invoice.
- Handling client accounts, reconciliations, and financial data accuracy.
- Supporting management with reports and client follow-ups.

Accountant - BG Distributor's Pvt. Ltd., Kolkata | Jan 2024 - Dec 2024

- Managed accounting for 18 out of 64 company branches, ensuring timely entries in Tally Prime.
- Prepared Bank Reconciliation Statements, NEFT entries, cheque sheet checking, and coin denomination.
- Prepared E -Way Bill and E -Invoice.
- Created Excel reports using VLOOKUP & Pivot Tables for branch reconciliations.
- Assisted in client account handling and proposal preparation.



EDUCATION

B.Com (Hons) - Barrackpore Rastraguru Surendranath College, 2023

Higher Secondary (Commerce) - Kumar Ashutosh Institution Main, Dum Dum, 2020

Secondary Education - Dum Dum Road Govt. Sponsored High School for Girls, 2018



LANGUAGES

Bengali (Native), English (Basic), Hindi (Basic)