



Sourav Nandy

Finance Associate

To join an interactive organization which gives a good workplace and environment to excel and which gives place for personality development, enhance my professional skills in a dynamic and stable workplace and build a long-term career with opportunities for growth.



souravnandy415@gmail.com



+91 79809 36201

SKILLS

SAP & ERP Systems

MS- Office

Google Suite

Database Management

Data Analysis & Reporting

Time Management &
Deadline Adherence

LANGUAGES

English

Full Professional Proficiency

Bengali

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Art

Movies

Music

WORK EXPERIENCE

Accountant

AIRPORTS AUTHORITY OF INDIA,KOLKATA

2024 - Present

I am responsible for accurately entering, updating, and maintaining data in computer systems or databases. My job involves verifying data for accuracy, organizing information, and ensuring records are complete and up-to-date to support business operations and decision-making.

Key Responsibility Area

- Accounting & financial record management
- Procure-to-Pay (P2P) process handling & Order-to-Cash Operations
- Accounts Receivable & Accounts Payable & supplier coordination
- Invoice processing & verification
- Payment execution & follow-ups
- Data entry using SAP and MS Excel

Site Manager & Computer Operator

M/S D.S. ENTERPRISE

2022 - 2024

I used to oversee daily operations at the site, ensuring everything runs smoothly and efficiently. I also handled computer-related tasks such as data entry, maintaining records, generating reports, and supporting technical operations to keep workflows organized and on track.

Key Responsibility Area

- Tender participation & documentation support
- Invoice generation & billing coordination
- Payment collection & follow-up management

Sales Officer

RELIANCE INDUSTRIES

2021 - 2022

I was responsible for promoting and selling products or services to customers. I identify potential clients, build strong relationships, meet sales targets, and ensure customer satisfaction through effective communication and support

Key Responsibility Ares

- Achieve Sales Targets
- Client Relationship Management
- Market Expansion & Lead Generation

Product Specialist

VIVO LIFE SCIENCES

2020 - 2021

Key Responsibility Area

- Product Promotion & Doctor Engagement
- Sales Support & Target Achievement
- Market Intelligence & Feedback

EDUCATION

Bachelors of Commerce

Bangabasi College

2019

Higher Secondary Education

Krishna Kumar Hindu Academy

2015

Secondary Education

Krishna Kumar Hindu Academy

2013