



Enthusiastic and Motivated Accounts & Finance Executive with 8 years of progressive high-quality experience. Energetic self-starter, having great communication skill & highly co-operative in nature who achieve goals on time. Meets job demands and deadlines through quality, efficiency and dedication.

SOHAM BANERJEE

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DOB:

21st March, 1992

Skill Highlights

- General Ledger (GL) accounting
- TDS – Computation, Payment & Return
- Accounts Payable / Receivable
- Bank Payment, BRS & Fund forecasting
- Provisioning of Expenses
- Month-end accounting & documentation
- Expense management & reporting
- Financial Data Analysis
- Debit Notes (DN) & Credit Notes (CN)
- Payroll processing
- Microsoft Excel
- Billing and reconciliation
- Enterprise Resource Planning (ERP) software

Languages

English, Hindi, Bengali

Education

M.COM (2016), B.COM (2014) from RTMNU (Nagpur) University

Experience

April'2018 to Current

Accounts Executive - Berry Alloys Ltd, Kolkata

- Processing day-to-day accounting entries in ERP such as Invoices, Debit Notes (DN) & Credit Notes (CN), Bank entries, Sales orders, Purchase orders and adjustment entries.
- Producing monthly, quarterly reports for TDS, MIS, Debtors, Creditors, statutory obligations and outstanding invoices.
- TDS Calculation, Payment and submitting tax returns to Govt., ensuring complete accuracy throughout.
- Accounts Payable / Receivable and Procurements as per Proforma Invoices (PI), Purchase & Sales Orders (PO's & SO's)
- Bank Payments, BRS and Fund forecasting.
- Verification & follow-up of unpaid or disputed invoices, keeping accounting spreadsheets up to date with customer information, payments and other finances for organisational purposes.
- Reconciliation of Creditors & Debtors and other accounting documents stored on ERP, in line with company regulations.
- Prepared reports and statements to assist management in annual audit, strategic planning and decision making.
- Supported annual audits by providing information and answers to auditors to facilitate passing audit results.
- Reviewed completed work, approved cash disbursements by verifying check amounts against invoices and authorised cheques and wire transfers.
- Assisted with preparation of year-end and statutory accounts to compare past reports and monitor losses and gains.
- Reconciled all expenses and accounts, responded to day-to-day finance queries from vendors, forwarding to senior staff where appropriate.

January'2018 to April'2018

Jr. Accounts – ARS Steel, Kolkata

- Sales tax, VAT, preparation of C-form
- Preparation of E-Waybill
- Procurement – Purchase Order

September'2016 to February'2017

Jr. Associate – PWC SDC, Kolkata