

CURRICULUM VITAE

SUDIPTA KUMAR ADAK

Address: - 68, Mujibarrahaman Road,
Rajarampur, P.O.- Achipur,
P.S.- Budge Budge, Kolkata : 700 138.
Contact No: 9903542837
e-mail: *sudiptakumaradak@gmail.com*



Career Objectives

To secure a responsible position in a growing technically driven organization, that will challenge my skills and utilize my abilities and to excel in the progressive environment to my fullest potential and also Determined efforts, enthusiasm and willingness to learn the motto through which I want to excel and obtain a good position along with company' development.

Academic Qualification:

B.Com [H] from CMJ University.

Technical Proficiency:-

Goods and Services Tax Practitioner [No.- 191800002500GPT]

Trained in GST (Goods and Services Tax) from **Association Of Corporate Advisers & Executives ACAE**, Kolkata in the month of May,2017.

Industrial Accountant from **ICA, Kolkata**

Certificate in Information Technology Application from West Bengal Youth Computer Training Center.

Working knowledge of Tally 9 and Tally ERP 9 Accounting Package, ACE 9 .

Advance Excel.

Professional Experience:

Presently working in “**Maheshwari Group of Companies**” [Unit :- East India Packaging Limited – Haldia –I] as an “ **Sr. Accountant**” Since August ’’2014 to till now.

Others Professional Experiences:-

Worked with “**Vidit Group**” [Unit :- „ **Calcutta Iron Udyog Pvt. Ltd.**”] as an Accountant cum Manager from March” 2006 to July “ 2014.

Job Profile :-

Month Wise GST Return Calculation & Return Filling.

Every month wise Calculation of **GST, TDS, P.TAX, ESIC & PF.**

All kinds of Accounts Entry made.

Making and maintaining cash book, petty cash book, bank books, ledger position of all Debtors & Creditors and supporting ledger.

Maintain monthly bank reconciliation and stock reconciliation statement and cash incoming and outgoing statements

Making all kinds of Invoicing through System.

Doing all kinds of accounts routine work up to finalization.

Making all kinds of sale & Purchase Billing, Cash and Bank voucher entry .

Final Account & Audit for Balance sheet and Profit & Loss.

Hobby : Music, Human Interactions.

Strength : Self motivated & Flexible

Willingness to Learn

Personal Details:

Date of Birth : 20 May, 1984.

Father's Name : Sri Tapan Adak.

Nationality : Indian.

Marital Status : Married.

Sex : Male.

Languages Known : Bengali, Hindi & English.

Total Experience : 14 Years.

Mobile No : 9903542837

Date :

Place : Budge Budge/ Kolkata.

(SIGNATURE)
Sudipta Kumar Adak