

INDRAJIT DEY

ACCOUNT ASSISTANT

📞 6290552826 / 8697627659

✉ IDEY28@GMAIL.COM

📍 SERAMPORE



RESUME PROFILE

- To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.
- Strategic Account Executive with proven success increasing sales and revenue through developing loyal account relationships. Articulate communicator with exceptional negotiation skills. Known for understanding customer needs and delivering effective solutions.

EXPERIENCE

Account Assistant

SANTOSH FASHION

📅 02/2016 📍 KOLKATA

READYMDAE GARMENTS MANUFACTURER

- Maintaining the books of accounts up to finalization
- Receipt, issue and inventory control of material Bank deposits, Payments and reconciliation
- Preparation of Month end reports, Year end reports Evaluate monthly profit and loss account
- Checking vouchers with supporting documents
- Checking all the tax related documents Correcting the ledger accounts Preparation of Vouching Notes
- Preparation of individual salary statements on monthly basis
- Installation and back up of Tally. Performed data entry and administrative duties as assigned
- Recorded debit, credit and account transactions in computer spreadsheets and databases.
- Prepared financial statements and invoices for customers.
- Maintained sales records with payment details and invoices.
- Resolved billing issues with customers
- Answered customer inquiries regarding their accounts.
- prepared away bill for goods transport

EDUCATION

B.COM

BIDHNA CHANDRA COLLEGE (UNDER-CALCUTTA UNIVERSITY)

📅 2015

10+2

SERAMPORE UNION INSTITUTION (UNDER-W.B.H.S.E)

📅 2011

10

MAHESH HIGH SCHOOL (UNDER-W.B.B.S.E)

📅 2009

LANGUAGES

BENGALI

Proficient

HINDI

Intermediate

ENGLISH

Intermediate

SKILLS

MICROSOFT OFFICE

TALLY ERP

ACCOUNT MAINTENANCE

DATA ENTRY

DOCUMENT CONTROL

BILLING EXPENSES

ACCOUNT RECONCILIATION

PERSONAL TRAITS

Ability to learn things fast

Takes responsibility, creative

Self confident with positive mind set

PERSONAL INFORMATION

Religion: HINDU

Date of Birth: 02/26/94

Gender: MALE

Nationality: INDIAN

Marital Status: UNMARRIED