

# Souvik Mehta

B. com (H)

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LOCATION | Haldia, WB, INDIA  
EXPERIENCE | 5 Years 5 Months

## Work Experience:

### • Key Skills

- Plant Accounting
- General Accounting
- SAP, Excel Basics
- MIS & Reporting

### • Languages Proficiencies

- Bengali
- English
- Hindi

### • Hobbies

- Playing Sports
- Physical Exercise

#### Exide Industries Ltd. - Haldia Plant

##### Accounts Assistant

Innovesource Service Private Limited

12/2021 - Present

- **Invoice Processing & Verification:**
  - Material & Services incl Labour
  - Job Work
  - Capex
  - Credit Note
  - Cash Voucher & Bulk Posting
- **Payment Processing:**
  - Payment File Verification
  - Bank Entry Processing
- **Documentation:**
  - Material Invoices segregation and Documentation & assist in record Keeping
- **MIS & Reporting:**
  - Stock Related MIS
  - PPCP Report
  - Store Spares Consumable

#### Biswas Construction - Haldia

##### Accounts & Administration

12/2018 - 11/2021

- invoice Process
- Banking payments
- Sales Invoicing
- Work Measurements
- Labour Payment
- Other administrative work

## Education

B.Com (H)- Commerce 2016

Vidyasagar University - Marks - 55%

Higher Secondary - Commerce 2012

Haldia Govt. Vivekananda Vidyabhavan - Marks -54%