**BINOY BISWAS**

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**Seeking assignments in ACCOUNTS / OPERATIONS / ADMINISTRATION with an organisation of high repute**

**PROFESSIONAL SUMMARY**

* A dynamic professional with **8 years** of valuable and extensive experience in **Accounts, Back office Operations, Client relationship Management.**
* Presently associated **with Black Burn & Co., (P) Ltd as Accounts Executive**.
* Excellent knowledge of Tally ERP 9, Excel, Computerized Accounting, Billing, Trading Sales, Manufacturing, Job Work in Tally, Proper Master Creation, Internet Searching, Outlook.
* Possess knowledge of TDS, TCS, VAT, CST and Service Tax, MIS Report. Handle Cash & Bank Books, BRS, Inventory Valuation, Daily Stock Maintain.
* Adept in maintaining a smooth flow of work between departments and resolving inter-departmental conflicts.
* Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

**ORGANISATIONAL SCAN**

**Accounts Executive with Black Burn & Co., (P) Ltd. : Since Apr’ 2007**

**MIS cum Accountant with D.S.Suppliers (Vodafone, Godrej, Amulia’s Products Distributor). Kolkata: April’ 05 – Jan’ 2007**

**Key Deliverables**:

*Accounting Operations:*

* Responsible for place order and making bill according to the order on online accounting software Cosmo-Net(ERP) & Tally 9, regulating payment against bill followed by approving, Credit Control of Party, Sale Return, Issue Dr Note & Cr Note, make Adjustment Entries.
* Maintain Cash & Bank Books; make reconciliation, Depreciation, Rectification Entry, Maintain Party Accounts.
* Maintaining stock including adjustment of stock for any damage, expiry, free issue, etc. along with keeping records of updated stock and Inter Depot stock transfer. Make Barcode for all Stocks.
* Maintain TDS, VAT, CST, Service Tax, Cash & Bank, Sales & Purchase, Job Work, and Debit Note & Credit Note.
* Deposit Tax Amount & File E- Return time to time.
* Generating E-Way Bill, C forms etc. for CST purchase & CST sale.
* Drafting and maintaining daily and monthly Sales/Dispatch report of various clients for review by top management and sending the report to clients as well.
* Handle Outlook for Company Mail ID and give reply for any query from the clients.
* Responsible for clearance of all import shipment through proper CHA & Customs.

*Banking Operations:*

* Responsible for opening of Letter of Credit (LC), Buyers Credit & payment on due date through A1, Bill of Entry copy & FEMA Declaration.
* Preparing Foreign Remittance Documents, Pay Orders, DD, RTGS, NEFT, Cheque etc.
* Responsible for Preparing Bank Stock Statement, QIS & FFR Report.

*Client Relationship Management:*

* Ensuring customer satisfaction by achieving delivery & service quality norms.
* Maintaining cordial relations with customers to sustain the profitability of the business. Providing value added customer services by attending customer queries and issues.
* Nurturing communication with the client and sending replies through mail.

*Taxation:*

* Monitoring internal audit of companies including setting up internal audit systems & monitoring the implementation of systems.
* Preparing MIS & Statutory Reports, evaluating them for facilitating decision-making process.
* Deposit of Tax file return online of TDS, TCS, VAT, CST

**JOB RESPONSIBILITIES AT PREVIOUS ORGANISATION AT A GLANCE (i.e. at DS SUPPLIER)**

**1. Tally entries.**

**2. Working on Vodafone’s & Amuliya’s special software.**

**3. MIS.**

**4. Claim Documents Prepare.**

**5. Co-ordinate with Bankers.**

**6. Stock Statement prepares.**

**7. Huge-Data handle on Excel.**

**8. Statutory Letter Prepare.**

**9. Dealing with Customers.**

**10. Attend to the Auditors.**

**SCHOLASTICS**

**2005 B.Com (Hons)** from Sarsuna College, Kolkata (Calcutta University).

2002 Class 12th from Barisha High School, Behala (W.B.C.H.S.E).

2000 Class 10th from Ganipur High School, Maheshtala (W.B.B.S.E)

**CERTIFICATIONS**

**Completed 1/2 year course on Financial Accounting (CFAS) from Youth Computer Training Centre, Budge Budge, 2005-06**

**Completed 1/2 year course on Financial Accounting (CAT) from Academy of Accounts & Taxation, Sealdaha, 2005-06**

# TECHNICAL KNOW HOW

* Conversant with *MS Excel, Word, PowerPoint, Internet Concepts, Outlook, Tally 9, Adobe and Acrobat.*
* Competent in Hardware Assembling and troubleshooting of Printer, Scanner and other hardware parts along with Outlook configuration and Networking.
* Good knowledge to use search engine on Net.

**BEYOND CURRICULUM**

* Remained Captain of school Cricket Team.
* Attentively acted as Event Organizer in school, college and club annual day functions.

**PERSONAL DOSSIER**

Date of Birth: 15th February, 1985

Language Skills: English, Bengali & Hindi

Residential Address: Khanberia,Ashuti,Maheshtala, Kolkata – 700141, West Bengal

Expected Salary: 25 k per month