

TO WHOM IT MAY CONCERN

I , Indrajit Keshari, am residents of Uttarayan Fulpokhar,Near S.N.G. Hospital, Naihati.I have 11 years+ Experience in domain of Accounts.I have versatile knowledge of Tally ERP 9 and M S Office (Specially MS Excel) with knowledge of GST Return from the 1st Day of Implement.

Please find the attached Resume with this covering letter for your details reference.

Regards

INDRAJIT KESHARI

(Mob: 9804774508)

(Email ID: indrajitkeshari@gmail.com)

INDRAJIT KESHARI

Present Address:

Uttarayan Fulpokhar
Naihati, Near: S.N.G. Hospital,
24 parganas (N), Pin. -743165.
Mobile: 9804774508
E-mail: indrajitkeshari@gmail.com

Corporate Profile

Current Organization

Organization : SR International Paper Mills Pvt. Ltd. (Factory Outlet)
Duration : 01st Aug 2020 to till date.
Designation : Senior Accountant
Responsibility :

- A.P. processing and co-ordination with vendors.
- Handling Liquid Cash & Deal with Bank.
- Invoice Processing.
- Payroll processing.
- Operate ERP Software (Tally Prime).
- Statutory Compliance (GST, Income Tax).
- Month End and Annual Reporting.
- Preparations of various reports and reconciliations as per management requirements.

Last Organization

Organization : InfoSoft Global Pvt. Ltd. (Earlier Fusion Charts Technologies LLP).
Duration : 09th May 2017 to 31st July 2020.
Designation : Account Executive
Responsibility :

- Statutory Compliance (GST, Income Tax).
- Investment Portfolio Accounting.
- Operate ERP Software (Tally ERP) with Day-to-Day Accounting.
- Deal With Foreign Remittance with INR Currency accounting work.
- Handling Account for Investment (ICD- Inter Corporate Deposits).
- Month End and Annual Reporting.
- Deal with Internal and Statutory audit.

Experience-4

Organization : Saf Fermion Ltd.
Duration : 19th Sep 2016 to 8th May 2017.
Designation : Accounts Executive

Experience-3

Organization : Orion Edutech Pvt Ltd.
Duration : 12th May 2015 to 17th Sep 2016.
Designation : Accounts Executive

Experience -2

Organization : Electromart
Duration : From 20th Oct 2014 to 06th May 2015.
Position : Accounts Executive

Experience-1

Organization : PWC SDC (Kolkata) Pvt. Ltd.
Duration : 25Th Nov 2013 to 24th May 2014.
Designation : Consultant (Under Genius Consultancy Payroll)
Group : Compliance & Counter Party Group (CCG)

Educational Profile

Exam Passed	Univ. /Board	Year of Passing	%
B.Com (Hons. In Acct.)	W.B.S.U.	2012	60%
H.S.	W.B.C.H.S.E.	2009	57.6%
Madhyamic	W.B.B.S.E.	2007	49.6%

Computer proficiency

- ◆ **Certified Industrial Accounting Course from ICA (Institute of Computer Accountant), Barrackpore with Excellent exposure of Microsoft Excel and Tally ERP9.**

Personal Data

Father's Name : Dindayal Keshari
Mother's Name : Sita Keshari
Date of Birth : 28th January, 1992
Marital Status : Married
Nationality : Indian
Religion : Hindu

Declaration

I hereby declare that all the data and information provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.

Yours faithfully,

Date:

Place: Kolkata

INDRAJIT KESHARI