



# KAUSANI GANGULY

📍 KOLKATA, INDIA 700147

📞 7450037784

✉️ kausani111111@gmail.com

## SUMMARY

Dynamic staff accountant offering over 7 years of professional experience collecting, summarizing, and translating financial data into comprehensive financial reports that drive tactical decisions, facilitating corporate goals. Hands-on experience in accounts receivable, accounts payable, bank reconciliation, procurement, and logistics management, taxation.

## SKILLS

- Tally Prime and GSTR preparation
- Invoice processing and payment management
- Bank and stock reconciliation
- Purchase order and accounts management
- Financial analysis and tax compliance

## EXPERIENCE

### **ACCOUNTS EXECUTIVE**, 04/2024 - Current **Allday Biscuits Pvt. Ltd.**, Kolkata

- Maintained accurate transaction records utilizing Tally Prime accounting software.
- Issuance of Purchase Order and maintain GRN
- Processed invoices and payments, ensuring timely and precise entries.
- Conducted bank reconciliations to verify account balances.
- Prepared Profit and Loss statements for financial analysis.
- GSTR 1 file, GSTR 3B preparation
- Performed GST 2A reconciliation to align input tax credits.
- Managed E-Way Bill generation for seamless logistics.
- Completed ITR1 filing and TDS returns for tax compliance.

### **ACCOUNTS AND PROCUREMENT EXECUTIVE**, 04/2022 - 03/2024 **Ligasure Healthcare & Exports Pvt. Ltd.**, Kolkata, India

- From Purchase Order to Final Dispatch.
- Issuance of Purchase Order, Payment Release, and Support for Completion of Logistics.
- International payment entries, time-to-time reports, and preparation of daily sales.
- Stocks reconcile.
- Bank Reconciliations.
- Documentation for Merchanting Trade.
- Export documentation.
- Maintain the Icegate and DGFT portal to ensure the smooth running of merchanting trade operations.

---

**FINANCIAL ASSISTANT**, 05/2021 - 03/2022  
**Columbia Asia Hospital**, Kolkata, India

- Bank Reconciliation, Cash Management.
- Payment release for the salary of doctors and staff.
- In-Patients, Out-Patients transaction entries in accounting software.
- Stock reconciliation of hospital storage and ensure auditors by providing the required data.

---

**JUNIOR ACCOUNTANT**, 12/2018 - 04/2021  
**Siam Logistics Pvt Ltd**, Kolkata, India

- All accounting entries—purchase, sales, debit note, credit note.
- Bank Reconciliation
- Payment release to the vendor through bank NEFT/RTGS.
- Sheet preparation for TDS, GSTR 1, and reconcile 2A.
- Logistics data sheet maintenance.
- E-way bill issue.
- Time-to-time road tax payment.
- Maintain the EMI schedule of the vehicles.

---

## EDUCATION AND TRAINING

**The University of Burdwan**, Kolkata, 05/2019  
**M.Com: Accounting And Finance**

---

**Acharya Girish Chandra Bose College (C.U)**, Kolkata, 06/2016  
**B.Com (Hons.): Accounting And Finance**

---

**Rashmoni Balika Vidyalaya**, Baruipur, 05/2013  
**Higher Secondary**

---

## CERTIFICATIONS

- CFAS - TALLY ERP 9 from Youth Computer Training Centre
- GST Certified Training from NIELIT (Jadavpur University)

---

## LANGUAGES

**English:** First Language

**English:** C2  
Proficient (C2)

**Bengali:** C2  
Proficient (C2)

**Hindi:** C1  
Advanced (C1)