

CURRICULAM VITAE







MRINMOYEE BASAK

Mobile: + (91) 9748496466

E-mail: mrinmoyee.basak@gmail.com

CAREER OBJECTIVE- *To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.*

PROFILE SYNOPSIS

-  Result Oriented Professional Possessing nearly 12 Years of Experience In Career.
-  Offer Opportunity to Make Best Use of Knowledge, Analytical and Technical Skills, To Further Enhance Knowledge in Profession and a Job Profile That offers high growth prospect.
-  Expertise in the Specific Domain Associated With.
-  Hardworking, Competent & Efficient.
-  Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.
-  Good Communicator with Excellent Presentation, Team management / Building & Motivation Skills.

EMPLOYMENT SCAN:

Name of the Company

DEWAR'S GARAGE LTD.

Designation

Assistant Accounts Manager


















Location

Dalhousie,,Kolkata

Duration

April 22 to at present.

Roles & Responsibilities:

-  Preparing All branch Bills Entry in TALLY. Branch Controlling.
-  Stock checking in godown and reporting, maintain godown physical stock with tally.
-  All debtors checking and prepare an outstanding report,Debtors and Creditos reconcilatin.
-  Prepares payments by verifying documentation, and requesting disbursements.
-  Substantiates financial transactions by auditing documents.
-  TDS calculation, TDS report, Input Tax Credit report,
-  Prepare monthly sales report, monthly expenses report, monthly financial statement.
-  Prepare GST Input and Output report monthly and GST,GSTR1,GSTR 3B Reconcile.
-  Cash handling , Maintain with excel sheet.
-  Bank Entries.BRS, Making RTGS and NEFT.
-  Prepare Incentive list,and checking all branches commission list in Excell.
-  Export Billing , Export documentation.
-  Salary Statement, P Tax, E Way Bill Challan online.
-  Provisional Balance Sheet, Profit & Loss Statement, Trial Balance.
-  Bill rate checking with price list, Debit note and credit note reconcile with party.
-  GRN no. checking,Payment follw up.
-  Checking mails and reply the mails and report to Management.

Name of the Company

Designation

Location

Duration

INSTYLE SOLUTION PVT. LTD.

Accountant Cum Back Office

Esplanade, Kolkata

May 2017 to April 2022

Roles & Responsibilities:

- ✎ Preparing G.S.T. Sales Bills & Purchasing Bills Entry in BUSY Software.
- ✎ Checking on incoming payments from accounts receivable and outgoing payments from accounts payable.
- ✎ Generating financial reports that display the company's profits, and cash flow.
- ✎ Preparing Quotation Purchase Order & Purchase Enquiry , Proforma Invoice & Order confirmation.
- ✎ Bank Entries and verify bank deposits.
- ✎ Debtors due list , Making Bill Challan .
- ✎ Preparing cash voucher & Entry the voucher..
- ✎ Prepare online E-WAY challan, Checking bill.
- ✎ Analyze different general ledger accounts regularly, Prepare journal entries and synthesize common ledger for subsidiary accounts.

Name of the Company

Designation

Location

Duration

B.N.EXPORT PVT.LTD.

Accountant

Donjur, Howrah

May 2013 to April 2017

Roles & Responsibilities:

- ✎ Purchase & Sale Entries in TALLY
- ✎ Preparing Sales Bills & Entry Purchasing Bills.
- ✎ Uploading each & every ledger statement A/c
- ✎ Maintain Stock Journals in Tally.
- ✎ Export Bill, Export Documentation.
- ✎ Letter drafting, Prepare Proforma Invoice, Preparing Orders, Preparing Challan.
- ✎ Sale & Purchase Bill Entry to Tally ,Excel Register & Manual, maintain Received & Payment also.
- ✎ Check Online bank details & entry to Tally, Maintain petty cash., RTGS Prepare, Cheque writing.
- ✎ Some parts of the work had done on QUICK BOOKS.

SCHOLASTICS

- 2016 Completed M.Com from NSOU with 55%
- 2008 Completed B.Com (H) from Culcutta University with 54%
- 2005 Completed Higher Secondary from Belur High School from W.B.C.H.S.E. with 67.40%
- 2003 Completed Secondary Education from Belur Girl's High School, from W.B.B.S.E. with 64%

Trainings

- ◆ W.B.C.S. from RICE Institute (Dishari)

ComputerSkills

- ◆ Financial Accounting (F.A) Tally , M.S.Word, M.S.Excell ,BUSY Software.

STRENGTHS

- Good Communication Skill.
- Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.
- Sincere & Hardworking .
- Good Leadership Skills.
- Comprehensive problem solving abilities.

PERSONAL DOSSIER:

Father' Name	Chandra Narayan Basak
Permanent Address	34 Krishna Taran Naskar Lane, Ghusuri, Howrah- 711107
Date of Birth	22nd October 1989
Marital Status	Never Married
Gender	Female
Nationality	Indian
Linguistic Proficiency	English ,Bengali, Hindi .
Current Salary	30,000/- (27500/inhand)

Declaration - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.

Date:

Place: _____

(MRINMOYEE BASAK)