

Souvik Mukherjee

Accountant Professional



Personal details



Souvik Mukherjee



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May 25, 1986



Indian

Skills

SAP (End-user FI, SD, MM, PP modules) ●●●●●

Power BI ●●●●●

Tableau Monitoring ●●●●●

Basic Computer Knowledge ●●●●●

GST Return ●●●●●

Analysing Skill ●●●●●

Languages

English ●●●●●

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Profile

Experienced in financial accounting entries, reconciliations, tax invoicing, stock audits, and government statutory payments, with a strong background in leveraging analytics and dashboard tools like Tableau, Power BI, MS office to monitor performance and support strategic decision-making. Skilled in team leadership and process innovation to drive continuous improvement.

Education

MBA in Finance 2017 - Present

- MBA in Finance with 79 % Marks

B.com 2007 - Present

South City (Herambo Chandra College)

- B.com From Calcutta University Collage South City

Employment

BPO -3 Lead Oct 2018 - Present

Tata Consultancy Services Limited

- Performed critical accounting tasks including vendor to vendor, vendor to customer transactions, and rectification entries to ensure accurate financial records.
- Coordinated with vendors to resolve pending invoices and settle outstanding balances, improving vendor relationships.
- Monitored Turnaround Time (TAT) to identify and mitigate risks of delays using Tableau reporting.
- Implemented process improvements and innovative solutions to enhance accounting operations and efficiency.
- Developed and published daily dashboards to track key performance indicators and operational metrics.
- Prepared and analyzed Management Information System (MIS) reports to support decision-making and operational efficiency.
- Analyzed financial discrepancies and implemented corrective actions to ensure accuracy in vendor to vendor and vendor to customer transactions.

Senior Accountant Apr 2014 - Oct 2018

Venus Home Appliances, Kolkata

- Managed monthly GST return filings ensuring compliance with tax regulations.
- Conducted vendor and customer ledger reconciliations to maintain accurate financial records.
- Performed detailed bank reconciliations and monitored vendor and customer outstanding reports.
- Supervised the end-to-end process of booking vendor invoices and timely release of payments.
- Led monthly stock audits and managed stock entries using the MIRO process after three-way matching.
- Prepared comprehensive collection and damage reports to support financial analysis and decision-making.
- Generated accurate tax invoices and ensured timely recording and reconciliation of payments from customers.

- Managed electronic payment of all government statutory challans to ensure timely and accurate tax compliance.
- Developed and maintained daily dashboards and MIS reports to provide key financial insights and support strategic decision-making.
- Coordinated with procurement teams to create purchase orders and ensured timely booking and payment of vendor invoices, optimizing cash flow management.
- Administered petty cash transactions and conducted periodic stock audits, adhering to company policies to ensure financial control and inventory accuracy.
- Vendor & Customer Creation.

Accounts Execute

Jul 2013 - Mar 2014

UNITED BREWERIES LIMITED under (Adecco Payroll), Kolkata

- Booking all Branch Expense in S.A.P. (FB 60)
- Cash handling and maintain Cash Book
- Goods Received in (MIGO) with Purchased Order
- Retail Auditing (Visited to Retails Store Both in West Bengal & Assam Scrutiny In Detail Find out the Loopholes of Retail and sending report to the management)
- Download & Distribute Form 16 & 16 A to Vendor & Stuff
- Collection Entry in SAP (F-28) bill Knock off
- Preparation of Debtor Outstanding List
- Payment to Vendor in SAP (F-53)
- Debtor ledger Reconciliation
- Vendor Ledger Reconciliation
- Reconciliation of General Ledger
- Physically Stocks verification with system

Officer Accounts (Logistics)

Apr 2010 - Jul 2013

Transafe Services Limited a unit of Balmer Lawrie

- All Kinds Journal Entries (f-02)
- Generate Monthly Invoice for the Customer (va01,vf01, f-70)
- Balance Payment to Vendor (f-53)
- Collection entry (f-28,)
- Received Advance From Customer (F-02)
- Paid Advance to the Vendor (f-48)
- Knocking of bill (f-32, F-44)
- TDS Entry
- Stocks management both physically and systematically
- Raising or Booking Vendor Bill (Miro, M181n ,Migo , Fb60)
- Creation of Customer (xd01)
- Creation of Vendor (xk01)(fk01)
- Maintain TIT Cash Book
- General Ledger Reconciliation (FBL3N)
- Vendor Ledger Reconciliation (FBL1N)
- Customer Leger Reconciliation (FBL5N)
- Bank Reconciliation (Excel)
- Trip Cost Reconciliation (Excel)
- Vendor Outstanding (FK10N)
- Customer Outstanding (FD10N Customer age wise Outstanding (zfi2)
- Physical Stock Report (MB 52, MB58)
- Collection Reporting
- Monthly Billing Report (Zsalereg)

- New Trip Costing for Logistics
- Checking Vendor Bill Filling Challan of P.F. Filling up Challan of ESIC Visiting To Branch for Checking Accounting Entry and voucher
- Physical Cash tally with System
- Stock Verification
- Alteration of Purchased Order(me22n)
- Other Work as per Requirement

Trainee Accountant

Sep 2007 - Mar 2010

EUREKA FORBES LIMITED, Kolkata

- Customer Creation in SAP – X-01
- Raised Tax Sales Invoice in SAP (Va01)(Vf01)
- Pass Journal for various Transaction
- Issue Machine in SAP to the sales boy (Zbfi)
- Clear Open Item F-44 vendor ledger
- Received Goods from warehouse to branch in MIGO
- Received Cheque or Cash after sale (ZFCASH)
- Maintain Stock in SAP (MB52)
- Raised voucher in SAP
- Received Euro value Payment in P D Cheque
- Deposit P D Cheque in Proper time
- Preparation of Total Branch Sales Report
- Received B.P. Submission in SAP (BPSUBML)
- Prepare cash Statement and Tally in Sap with cash in hand
- Sales Entry in SAP by the Code (ZDCI)(ZDBB)(ZDOS) (PGI)
- Entry CDA CHEQUE in SAP code (ZFICDA)
- Calculation OF ESIC AND P- TAX During Salary
- Fill Up Challan form
- Calculation of Commission for Sales Boy Every Month
- Alteration of Purchased order ME22N

Courses

Diploma in Computer (F.A.)

Apr 2007

- Understood basic concepts of database management and its application in maintaining financial records.
- Learned to create and manage digital documents and reports essential for accounting tasks.

Certificates

Elevate Wings 1Finance &Accounting

Jun 2025

Elevate Wings F&A Accounts Payable

Jun 2025

P2P Domain Intermediate

Jun 2025

GE BPS Accounts Payable

Apr 2024