



## Curriculum Vitae

### Anish Ananda Ray

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### CAREER OBJECTIVE

Seeking a position to utilize my skills and abilities in any Institution that offers security and professional growth while being resourceful, innovative, and flexible.

### ACADEMIC QUALIFICATION

| <u>Name of the Exam</u>       | <u>Percentage of Marks Obtained</u> | <u>Boards/University</u>                          | <u>Year of Passing</u> |
|-------------------------------|-------------------------------------|---------------------------------------------------|------------------------|
|                               |                                     |                                                   |                        |
| B.COM in Accounting & Finance | 64                                  | University of Calcutta                            | 2020                   |
| Higher Secondary (Commerce)   | 68                                  | West Bengal Council of Higher Secondary Education | 2017                   |
| Secondary                     | 55                                  | West Bengal Board of Secondary Education          | 2015                   |

### TECHNICAL QULAFICATION (Practically Working Knowledge)

- ✓ Microsoft Dynamics 365 Finance & Operation.
- ✓ Tally Prime
- ✓ Microsoft Office Excel  
(Vlookup, Pivat Table ect. Formulas)
- ✓ WORK EXPERIENC

### \* The Wow! Momo Foods Pvt. Ltd. (22-08-2022 – Present) \*

#### 1.\*Bookkeeping & Accounting\*

Managed bookkeeping for multiple expense entries  
Reconciled Vendor Ledger for accurate financial records  
Prepared Petty Cash reports for Management review

#### 2 \*Vendor Management\*

Coordinated Vendor Payments schedule for timely payments

Assisted in Vendor creation and maintenance

Handled PO (Purchase Order) approvals and GRN (Goods Received Note)

### **3\*Data Management & Reporting\***

Proficiently handled Google Sheets for data management.

Processed Invoices for accurate financial recording.

Prepared PNL (Profit & Loss) data for Management review.

### **4\*Compliance & Query Resolution\***

Ensured GST & TDS Compliance.

Resolved escalated queries for Operations team in timely manner.

## **\*CBN Garment Manufacture Company \* (03-05-2021) To (28-02-2022).**

### **1.\*Inventory & Accounting Management**

Maintained accurate Stock Records for efficient tracking.

### **2.\*Billing and Accounting: \***

Booked Sales Bills and Purchase Bills for precise financial recording.

### **3. \*Multitasking: \***

Coordinated Multiple tasks simultaneously for timely completion.

### **4. Reporting & Vendor Management\***

Prepared MIS (Management Information System) Reports for informed decisions.

Created Vendor PO (Purchase Orders) for smooth procurement.

Managed GRN (Goods Received Notes) for accurate inventory updates.

## **\*Nex Air Technologies 12-2020 To 03-2021 \***

### **Junior Accounting Assistant\***

\*Key Responsibilities: \*

Assisted Seniors in preparing GST data for accurate returns.

-Made TDS entries for compliance with tax regulations.

**\*Banking and Reconciliation: \***

Handled Bank Reconciliation Statements (BRS) for precise accounting.

Prepared Chalan for payments and receipts.

**\*Cash and Inventory Management: \***

Managed Petty Cash for daily office expenses.

Made accurate Sales and Purchases entries in accounts.

### **PERSONAL DETAILS: -**

- Address: - 3/31A, Vidyasagar colony, Baghajatin Kolkata- 700047
- Date of Birth: - 18<sup>th</sup> Oct 1999
- Languages Known: - English, Bengali, Hindi
- Marital Status: - Single
- Sex: - Male
- Hobbies: - Reading, Writing, social work, Music.

### **Summary**

Certified Accountant with four years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professionals with a proven track record of delivering accurate

reports and high-quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

Date:

Place: Kolkata

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