SUMAN DATTA

Block-C/5, Hit Dumurjala Quarter Howrah -4

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**FINANCE & ACCOUNTS PROFESSIONAL**

*Seeking challenging assignments with an organization of repute across the industry*



**PROFILE**

* Sincere and detail-oriented professional with an **experience of around 9 years in streamlining the Finance & Accounting domain with focus on authenticity and accuracy**;
* Well versed with **Finance and Accounting Policies & Procedures, Accounting Standards and Principles, MIS Reporting, Preparing Various Reports and Statutory Enactments with the ability to relate theory with practice**.
* Possess comprehensive knowledge of **banking operations, Insurance, branch administration, operations management, customer relationship management, operations and team management and sound understanding of banking practices and procedures.**
* Ability to carry out **audit functions, defining audit schedules, preparing quick, accurate financial information and reports to communicate audit findings and financial data.**
* Excellent temperament to multi-task and coordinate various activities under high pressure and time constraints. Analytical abilities & creativity to build-up competitive advantage and contribute to the growth of the business.

**Technical Skills**

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| --- | --- |
| Operating Systems | Windows XP , |
| Software | Tally ERP9, Tally Prime, SAP,ERP, Fact, ACE, FoxPro |
| Packages/Tools | MS Office & Internet Applications |



**QVC Export Ltd ♦ Accounts Executive ♦ Since December/2023**

* Preparing and maintaining books of accounts, viz., journals, ledgers, cash books and subsidiaries based on fundamental accounting concepts and principles.
* Maintaining cash & cheque books, preparation of cheques and daily cash & bank registers and preparing bank monthly & weekly reconciliation statements.
* Responsible for day to day accounts, cash & banks, funds position, payments and making cheque payments to purchase parties.
* Finalized accounts and prepared Audit Reports and made recommendations in order to ensure that accounts are prepared and maintained in conformity with accounting standards and the statutory regulations.
* Preparation of E way Bill , Handling TDS, GST matter

**Agarwal logistics pvt Ltd. ♦ Accountant ♦ september/2017 – November 2023**

* Preparing and maintaining books of accounts, viz., journals, ledgers, cash books and subsidiaries based on fundamental accounting concepts and principles.
* Maintaining cash & cheque books, preparation of cheques and daily cash & bank registers and preparing bank monthly & weekly reconciliation statements.
* Responsible for day to day accounts, cash & banks, funds position, payments and making cheque payments to purchase parties.
* Finalized accounts and prepared Audit Reports and made recommendations in order to ensure that accounts are prepared and maintained in conformity with accounting standards and the statutory regulations.

**Sebabrata Superspeciality Hospital and Diagonostic center pvt Ltd ♦ Accountant ♦ May/2016 – January /2017**

* Preparing and maintaining books of accounts, viz., journals, ledgers, cash books and subsidiaries based on fundamental accounting concepts and principles.
* Maintaining cash & cheque books, preparation of cheques and daily cash & bank registers and preparing bank monthly & weekly reconciliation statements.
* Managed daily cash operations and ensuring healthy business relationships with clients, efficiently acquired new accounts, mobilized new business.
* Responsible for day to day accounts, cash & banks, funds position, payments and making cheque payments to purchase parties.

**S.P Malik & Co. Pvt. Ltd. ♦ Accountant cum Office Assistant ♦ Dec. / 2011 - Mar 2016**

* Preparing and maintaining books of accounts, viz., journals, ledgers, cash books and subsidiaries based on fundamental accounting concepts and principles.
* Preparing Tenders, Price Quotation, Purchase Registers, Payment Vouchers, Debit Notes, Credit Notes to rectify books of accounts and accounts receivable of debtors.
* Responsible for day to day accounts, cash & banks, funds position, payments and making cheque payments to purchase parties.
* Maintaining cash & cheque books, preparation of cheques and daily cash & bank registers and preparing bank monthly & weekly reconciliation statements.

**Height Insurance Services Limited** **♦ Account Executive ♦** **March / 2011- October / 2011**

* Managed daily cash operations and ensuring healthy business relationships with clients, efficiently acquired new accounts, mobilized new business.
* Handled customers, their requests, complaints and queries. Captured customer requests and complaints in the system and ensured quality closure of the same.
* Ensured ultimate customer service by issuing policies and effecting prompt settlement of claims expeditiously for the customers.
* Generated business for the company while establishing healthy business relations with clients & external associates for securing repeat business & long term customer loyalty

**NAG & Co. ♦ Account & Audit Assistant ♦ May /2009- Feb / 2011**

**B.K Associates ♦ Account & Audit Assistant ♦ june / 2008-March / 2009**

* Assisted in preparation of Notes to Accounts and Purchases, Creditors, Sales & Debtors, Fixed assets, Expenses, provisions and preparation of Audit Report.
* Finalized accounts and prepared Audit Reports and made recommendations in order to ensure that accounts are prepared and maintained in conformity with accounting standards and the statutory regulations.
* Assisted in performing analytical review of financial statements for carrying out Statutory / Tax audits along with the variance analysis of the Profit and Loss account and the Balance Sheet, trend analysis and ratio analysis.
* Conducted statutory audit which included vouching of expenses, ledger scrutiny and finalization of accounts.



**EDUCATIONAL CREDENTIALS**

**Icwa (persuing)**

**B.Com.(Hons)2004 (48.88%)**

Calcutta University

**Higher Secondary, 2001 (68.30%)**

West Bengal Board

**Madhyamik, 1999 (66.38%)**

West Bengal Board



**Date of Birth:** 05th March 1983

**Father’s Name** : Late Ashim Kumar Datta

**Marital Status** : Single

**Hobbies:** Watching TV News and Playing Cricket

**Languages Known:** English, Hindi , Bengali , Oriya & Bhojpuri.

**I hereby declare that all the statement made`above is true to the best of my knowledge & belief.**

**Date :**

**Place : Signature** 