

ARINDAM CHANDA

West Pansila, P.O. Pansila

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Date of Birth: March 31, 1983

Nationality: Indian

Marital Status: Married

Languages: English, Hindi, Bengali

Professional Summary

Experienced Senior Accountant with over 18 years of progressive experience in accounting and bookkeeping under US GAAP. Adept at managing end-to-end financial processes, including account reconciliation, financial reporting Sales and payroll. Ability to coordinate with clients to collect data, resolve discrepancies, and ensure compliance with tax and regulatory standards. Committed to maintaining accuracy and timeliness, while guiding junior staff to uphold best practices.

Career Objective

To pursue a challenging career that offers opportunities for professional growth and skill enhancement. I strive to bring innovative ideas, a broad perspective, and a commitment to continuous learning to contribute meaningfully to the organization's success.

Professional Experience

Sen & Associates PLLC, USA

Senior Accountant

July 1, 2007 – Present

- Manage full-cycle bookkeeping and accounting for multiple clients under US GAAP.
- Review and finalize general ledger, sales, and payroll accounts.
- Identify and resolve discrepancies in financial records and ensure accurate reporting.
- Communicate with clients to obtain missing documentation and clarify transactions.
- Prepare and deliver monthly and annual financial statements.
- Monitor payroll and Payroll liabilities and loan accounts.

- Oversee classification of income and expenses for accurate financial tracking.
- Guide and review the work of junior staff for consistency and accuracy.

Education

Degree	Institution	Year
B.Com (Pass)	University of Calcutta (C.U)	June 2005
Higher Secondary	West Bengal Council of Higher Secondary Education	June 2001
Secondary	West Bengal Board of Secondary Education	May 1999

Technical Skills

- Accounting Software: QuickBooks, Zoho and Tally Prime
- Productivity Tools: MS Office (Word, Excel)
- Other Skills: Internet & Email communication proficiency

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Date: Dec 15, 2025

Place: Kolkata

Signature:

Arindam Chanda