

# SUBHANKAR DEY

## ACCOUNTANT



### CONTACT: -

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Chandan Nagar, Hooghly,  
West Bengal, India. 712136

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### SKILLS: -

- Accounts Payable and Receivable.
- Bank reconciliation.
- Inventory Management.
- Microsoft Excel (v-lockup, pivot table & formulas).
- Microsoft Word.
- Data entry.
- Typing (English & Bengali)
- General ledger accounting.
- TALLY PRIME 4.0 & TALLY ERP.9.
- Accounts reconciliation.
- Accounting & Bookkeeping.
- GST AND TDS working knowledge.
- ESI AND PF KNOWLEDGE.
- BANK related work.
- Auditing procedures.
- Administrative support.

### SUMMARY

Meticulous accounts polished in reconciling invoices and expense reports. Brings advanced abilities accounts software and systems. Versatile and methodical professional with several years of vast experience supporting financial services paired with good accounts working knowledge. Diligent accountant with strong accounting background and proven industry expertise. Superior accounts management and reconciliation skills leading to achievement of desired results.

### EXPERIENCE: -

#### ➤ ACCOUNTANT.

**HOTEL ROSEDELL INN INDIA PVT. LTD. (UNDER SERUM GROUP), KOLKATA, INDIA.**  
Dec. 2024 - July 2025

- Conducted reconciliations of bank statements to maintain accurate financial data.
- Ensuring timely and accurate employee payments.
- Maintained accounts payables & Receivable.
- provided training and support to junior accountant on accounting software.
- created journal entry accurately and timely.
- performed general ledger reconciliation on a timely basis.
- Assisted In the preparation of tax returns by gathering necessary Information from clients and maintaining organized files with documents related to taxes.
- wrote reports, authored papers and organization supporting documentation.
- Gathered banking transactions via statements, recorded activity In Excel format and reconciled balances.
- Salary sheet, bank payment, RTGS, NEFT, IMPS.
- Sales and purchases entry on tally prime.
- Vendor payment.
- Co-operate with Internal Auditors.

#### ➤ ACCOUNTANT EXECUTIVE.

**MAHESHTALA AGRO FOOD PVT. LTD. KOLKATA, INDIA.**  
FEB. 2024 - AUG. 2024

- purchases and Sales entry with GST on TALLY prime. Cash payment to the store.
- Daily cash book handling.
- Utilized accounting software to maintain precise financial data records.
- posted financial data In Excel spreadsheets and managed Inventory.
- ESI and PF transaction.
- Prepared monthly financial statements.

## CERTIFICATIONS: -

### ❖ DIPLOMA IN FINANCIAL ACCOUNTING SYSTEMS.

From: - (2001 -2002).  
From Chinsurah youth Computer Training Centre, WB, India.

### ❖ CERIFICATE IN TALLY ERP.9.

Course from:-(Jan.2012 to Mar.2012)  
From MSME TOOL ROOM KOLKATA.  
West Bengal, India.

### ❖ DIPLOMA IN HINDI LANGUAGE.

Course from: - (2010-2011).  
From Central Hindi Directorate,  
Department of Correspondence  
Courses, Ministry of Human recourse  
Development.

## PERSONAL INFORMATION: -

Father Name: - Sankar Dey

Date of Brith: - 06 Nov. 1977.

Gender: - Male

Marital Status: - Married

Nationality: - Indian

### ➤ ACCOUNATAN.

**AROBINDA PRIVATE ITI COLLEGE, KALAYANI, INDIA.**

**JAN.2019--OCT.2023**

- Managed accounts receivable and payable, reconciled bank statements, prepared financial reports.
- Student admission, coordinator, fees collection. Banking work
- Daily petty cash handling, cash book handling,
- prepared monthly financial statement and reports for management review.
- Recorded activity In Excel format and Balance reconcile and use Excel formula in various work purpose.
- Coordinate and manage in various college even and social work.

### ➤ ACCOUNTANT EXCUTIVE

**D'DAMAS JEWELLER (INDIA) PVT. LTD., KOLKATA, INDIA.**

**JAN.2016--OCT.2018**

- Maintain all records, such as vouchers, receipts, and bill payments.
- Daily stock Maintenance and Stock Audit.
- wrote reports, authored papers and organized supporting documentation.
- utilize accounting software (Tally ERP.9) to maintain precise financial data records.
- Managed accounts receivable and payable, Reconcile bank statements, and prepared financial reports.
- providing guidance to other departments regarding accounting policies and procedures.
- posted financial data In Excel spreadsheets and managed Inventory.

### ➤ ACCUNTANT CUM CASHIER.

**NORTH KOLKATA PUBLIC HIGH SCHOOL, KOLKATA, INDIA.**

**APRIL.2010--OCT.2015**

- Ensured compliance with education sector accounting standards.
- Student coordinator, Admission, Fees collection.
- Wrote reports, authored papers and organized supporting documentation.
- Managed financial records and transitions for school operations.
- Reconciled bank statements with school accounts regularly.
- Assisted students and parents with Inquiries regarding school events and services.
- Accepted cash and card payments, issued receipts and provided change.
- Salary payment to school Teachers and staff.

## EDUCATION: -

### ❖ POST-GRADUATION IN COMMERCE - 2014

Netaji Subhas Open University-Kolkata, India.

- GPA-525

### ❖ GRADUATION IN COMMERCE- 2002

University of Calcutta, Kolkata, India.

- GPA-430

### ❖ XII- IN COMMERCE IN 1999

**WBCHSE- Group R.K. Institution, WB, India.**

- GPA-384

### ❖ X-IN 1994

**WBBSE- Jhapandanga Parasnath Vidyamandir, WB, India.**

- GPA-393

