

RESUME

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Shyam Sundar Shaw

Career Objective

Looking for an opportunity to work in an Organization where my knowledge and skills can be used to the fullest for the growth of Organization and, in turn reflect my career growth.

Professional Summary

Key Skills

Working Knowledge of Basic computer, Busy3.9, Tally7.2, 9.0, ERP, Tally Prime Gold
Navision, Intelligent, Internet
GST

❖ Since January 2023 – till date Working in Inlab Chemicals as an Accountant.

Job Responsibilities: -

- GST Computation & Filling (GSTR-1 and GSTR-3B,GSTR-2B Reconciliation)
- GST Posting (Tally or Internal Software)
- TDS Calculation and Payment
- Audit work (Internal)
- Petty Cash handling.
- MIS Report
- Import & Export Related Work
- Sale & Purchase
- BRS
- Debtors & Creditors Reconciliation
- Data Entry

❖ April 2015 – January 2023-8 Years Experience in Technocrat Infotech Pvt.Ltd as an Accounts Executive.

Job Responsibilities:-

- Gst Computation & Filling
- Gst Posting
- Sale Tax (Vat,Cst,F Form and C form)
- Branch Credit Controller
- Audit work(Internal)
- Petty Cash handling.
- MIS Report
- Working knowledge of TDS

❖ **Dec 2012 – March 2015-3 Years Experience in Balaji Solution Pvt. Limited as an Accounts Executive.**

Job Responsibilities:-

- Billing (Sales & Purchase)
- Book-keeping
- Voucher Making
- Working Knowledge of Sale Tax.
- Maintain Debtors & Creditors Ledger manually.
- Making production report & Average.
- Making TDS Report.
- Making ESI & P.F Statement.
- Making Salary report.
- BRS(RTGS,NEFT and all type of online Bank Work)

❖ **May 2010 – May 2012 - 2 Years Experience in Belle Lingerie's Private Limited as an Accounts Executive.**

Job Responsibilities:-

- Billing (Sales & Purchase)
- Book-keeping
- Voucher Making
- Maintain Debtors & Creditors Ledger manually.
- Making production report & Average.
- Making TDS Report.
- Making ESI & P.F Statement.
- Making Salary report.
- BRS
- Internal Audit Work

❖ **May 2005 – April 2010 - 5 Years Experience as a Store Assistant in Belle Wears Private Limited.**

Job Responsibilities:-

- Maintain Store manually by Ledger.Purchase Raw Material & Deal Parties.
- Making production report & Average.

Typing Speed

Alpha- 25+ WPM
Numeric- 55+ WPM

Professional Qualification

- ✓ One Year diploma in Computer Application.
- ✓ 3 Months diploma in Tally7.2.

Academic Qualification

- ✓ B.Com from Delhi University, in 2011 (Correspondence).
- ✓ 12th From W.B Board in 2004.
- ✓ 10th From W.B Board in 2002.

Strength

- ✓ Good problem solving skills, willing to learn new software & technologies.
- ✓ Capacity to quickly understand new concepts.
- ✓ Confident and self motivated to work under a team or as an individual contributor.
- ✓ Positive attitude.

Personal Details

Permanent Address	Shyam Sunder Shaw S/o: Late Shri Ram Ashray Shaw. Aadarsh Nagar Nutun Gram P.O-Morpukur (Rishra).Hooghly (W.B.)-712205.
Gender /Marital Status	Male, Married
Birth Date	2 nd November 1986
Nationality	Indian
Hobbies	Reading, Cricket, listening music.

My Self

As professional I am constructive, creative, and looking ahead to work in a challenging environment and strive for excellence to achieve challenging positions which enables me to intergrowth my knowledge and skills.

I hereby declare that all the given information is right to my knowledge.

Expected CTC-Negotiable

Place:-Kolkata

Dated:-06.07.2025

Shyam Sundar Shaw