

RESUME

TAPAS MUKHERJEE

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DOB- 2nd Jan, 1982

A result-oriented professional targeting in Accounts & Finance with an organisation of repute in India

PROFILE SUMMARY

- **B.Com(H)2003 from Calcutta Univ.** with more than **20 years of experience** in Accounting, Balance Sheet, TDS, Creditors Account, PF, ESI, MIS, Income Tax, GST, MIS, Working Capital Management, Coordination & Liaison, Negotiation, Cash Flow Management and Inventory Management and others.
- Proficient in the operations of software like Accounting package on ERP besides MS Word & Excel
- Achievement oriented professional with excellent people management skills and a capability to manage change with ease

WORK EXPERIENCE



Sabar Enterprises

Since Aug'24

Manager Accounts, J D Construction

Nov'22- July'24



Accts Executive, Mani Group, Kolkata

July'11– Oct'22



Sr. Accts Officer, Dunlop India Limited, Kolkata

Mar'08 – June'11



Assistant Accountant, Suraj Ind. Corpn. Kolkata

Feb'04 – Feb'08

Key Result Areas:

- All accounting activity related of project and Factory
- Prepare Reports for Bank, related to Loan against projects
- Analysis of Creditors account (Monthly basis)
- Supervision site store.
- GST, Income Tax, TDS, PF, ESIC, Professional Tax filling, E Invoice, and E Waybill
- Keeping track on MIS Reports receive from various departments and provides to Higher Management for their necessary control.
- Responsible for preparing all contractors liability report (daily and monthly basis).
- Monitoring cash book, physically checking reimbursement vouchers, cash.etc.as per requirement
- Preparation of priority list for making payment
- Employees Income Tax Computation.
- Responsible for Inventory maintain.
- Prepare Sale bill
- Responsible for preparation of Various Statements as per dept. requirement.

- Individuals Accounts
 - Payroll Process
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STRENGTHS



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- Committed
 - Independent
 - Self-motivated
 - Positive Attitude
 - Hard Working
 - Honest
 - Creative
 - Dedicated
 - Confident
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MAILING ADDRESS

Permanent Address: Flat no. 1A,58/B, Raja Rammohan Roy Sarani, Srirampur,Hooghly-712203 (W.B)
