



SUPRATIK HALDAR

📍 Kolkata 700134

📞 8910315842

✉️ supratikhaldar03@gmail.com

SUMMARY

Responsible Accounts Executive, passionate about delivering outstanding quality and service. Offering 8 years of experience in industry with history of recognition for performance. Dedicated to self-development to provide expectation exceeding service.

EXPERIENCE

Assistant Manager, 06/2024 to 12/2025

Halder Venture Limited

- Monthly GSTR1 and GST3B computation.
- Reconciliation of GST inputs with GSTR2B.
- Processing of vendor invoices and payment.
- Assisting GST and direct tax consultants in departmental scrutiny.
- Bank reconciliation, Debtors and creditors, GL Account reconciliation.
- Computation and payment of monthly TDS, P-TAX.
- Preparation of monthly stock statements.
- Calculation and Reconciliation of Derivatives.
- Workings and Accounting of Foreign Currency Fluctuation.
- Co-ordinating with external and internal auditors.

Accounts Executive, 04/2022 - 03/2024

GR SUPPORT SERVICES PVT LTD

- Performed month-end closing activities such as journal entries, accruals, reconciliations.
- Identified opportunities to improve internal processes and procedures related to accounting.
- Reviewed financial documents for accuracy prior to submission.
- Researched and resolved discrepancies between accounts payable and receivable records.
- Reconciled bank accounts on a monthly basis to ensure accuracy of records.
- Provided support in the preparation of annual audits by external auditors.
- Maintained up-to-date vendor contracts and agreements as well as other documentation related to accounts payable activities.
- Monthly GSTR1 and GST3B computation and filing.
- Reconciliation of GST inputs with GSTR2B.
- Assisting GST and direct tax consultants in departmental scrutiny.
- Computation and payment of monthly TDS liability.
- Maintaining complete books of Australian Accounts independently with two junior accountant.

Accounts Executive, 10/2019 - 03/2022

Global Reach Education Services Pvt Ltd

- Entry of Travel bills, rent bills, social media invoices, petty cash expenses, salary

- accrual and payment entry
- Computation of monthly TDS liability
- Preparation of Monthly GSTSR1 & GSTR 3B and send it to CA for filling
- GST Input reconciliation between GST2B and Recoverable ledger.

Junior Accountant, 12/2018 - 06/2019

Sattik Packaging Private Limited

- Purchase and Sale bill entry, Payment voucher preparation, receipt entry
- Monthly stock statement preparation
- Monthly debtors and creditors reconciliation, Bank reconciliation.

Junior Accountant , 10/2017 - 12/2018

Shah Distributors (Auto Division)

- Monthly sales invoices & purchases invoices entry.
- Monthly reconciliation of Royalenfield statement and Hindusthanmotor's statement with books.
- Bankre conciliation.
- Debtors reconciliation.

Process Associate, 12/2016 - 04/2017

Genpact India Pvt Ltd

Associate, 10/2015 - 08/2016

PWC Sdc (Kolkata) Pvt Ltd

EDUCATION AND TRAINING

Vidyasagar University, Vidyasagar University, Midnapore, 08/2022

M.COM: Accounting & Finance

Marks: 76.20%

S.A. JAIPURIA COLLEGE, Calcutta University, Kolkata, 08/2014

B.COM(HONS): Accounting & Finance

Marks: 63.56%

BIRATI HIGH SCHOOL, WBCHSE, Birati, 07/2011

HIGHER SECONDARY (12th): Commerce

Marks: 83%

BIRATI HIGH SCHOOL, WBBSE, Birati, 06/2009

SECONDARY (10th)

Marks: 75.13%

PERSONAL INFORMATION

- Father's Name: Mr. Nutan Kumar Haldar
- Date of Birth: 03/04/93
- Gender: Male
- Nationality: Indian
- Marital Status: Unmarried
- Address : 143/6 Nilachal, P.O- Nilachal, Kolkata-700134

AWARDS RECOGNITION

Achiever Of The Year 2021

LANGUAGES

English: First Language

Bengali:

C2

Hindi:

B1

Proficient (C2)

Intermediate (B1)

PERSONAL STRENGTH

- Self Confidence.
 - Perfection.
 - Willingness to learn.
 - punctuality.
-

ACCOMPLISHMENTS

- Successfully migrated Australian accounts from MYOB Essential to Quick Books online.
 - Implementation of new procedure required for GST and TDS.
-

SKILLS

- MS-WORD, MS-EXCEL
 - Zoho books, QuickBooks, MYOB Essential, TALLY ERP-9, Microsoft Dynamics 365 Business Central
 - GST, TDS
 - Bank Reconciliation
 - Debtors & Creditors reconciliation
 - Multi currency Accounting
 - Invoice Processing
-

DECLARATION

I hereby declare that all the facts given above are true and correct to the best of my knowledge.

Date :

Signature :

Place : Kolkata

Name : Supratik Halder