



SANJIT MAITY

Vill: Ratanpur, P.O: Dihi-Ratanpur, P.S: Singur, Dist: Hooghly, Pin: 712409

8961242325 | maitysanjit377@gmail.com

Personal Details

- Date of Birth : 27/03/1997
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Gender : Male
- Place : Singur
- Father's Name : Rashbehari Maity

Education

- **SINGUR MAHA MAYA HIGH SCHOOL** 2013
Madhymik
58.28%
- **SINGUR MAHA MAYA HIGH SCHOOL** 2015
Higher Secondary (Com)
70.06%
- **Vivekananda Mahavidyalaya , Haripal** 2018
B.Com
38.58%
- **Ramakrishna Mission Shilpamandira** 2019
Certificate in financial Accounting
75 %

Skills

- SAP
- Tally
- Excel
- GST
- ITR

Languages

- English , Hindi , Bengali

Experience

- **M.B Consultancy** 07.05.2019 - 22.01.2022
Law clerk
Gstr 1, 3B filling & submit, Itr-1,2,3,4,v,7 form filling & submit, Invoice entry in tally, Gst mismatch work, Balance sheet related work etc....
- **Shyam Steel Industries Limited** 21.03.2022 - 31.03.2024
Account Assistant
Grn posting (store & raw material) in S.A.P, Gst mismatch work, Production related entries, Asset related work, freight related work, Freight miro entry parking in S.A.P, All type invoice checking & sent for process, Work Requisition creation, Return purchase order creation with delivery Challan & debit note, Internal Order related work.
- **Shyam steel industries limited** 01.04.2024 - 31.03.2025
Assistant Officer Accounts
Asset related work, freight related work, Freight miro entry parking in S.A.P, All type invoice checking & sent for process, Work Requisition creation, Return purchase order creation with delivery Challan & debit note, Internal

Order related work.

- **Shyam steel industries limited**

01.04.2025 - Present

Accounts Officer

Asset related work, freight related work, Freight miro entry parking in S.A.P, All type invoice checking & sent for process, Work Requisition creation, Return purchase order creation with delivery Challan & debit note, Internal Order related work.

- **Jeco Nutri Chem Pvt. Ltd.**

24.01.2022 - 18.03.2022

Account Executive

All type bill processing, Transport Booking, Invoice & Ewaybill generation,

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Interests

- Cooking

Date

- 22.08.2025

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