

AMIT KUMAR MUNDHRA

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89/166 Pandit Ishan Chand Road,
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Rishra, Hooghly-712248

BRIEF OVERVIEW:

I have around 22+ years working experience in the field of Accounts & Purchase, MIS Report related Jobs. Presently I am working as an Accounts & Purchase - Executive.

PROFESSIONAL SYNOPSIS:

- ▶ Result Oriented Professional possessing nearly 22+Years' Experience in Career.
- ▶ Hardworking, Competent & Efficient.
- ▶ Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.
- ▶ Good Communicator with Excellent Presentation, Team Management / Building & Motivation Skills.

EMPLOYMENT SCAN:

1) Name of the Company	Peekay Agencies Pvt Ltd
Designation	Accounts - Executive
Duration	from July'2024 to till Now

ROLES & RESPONSIBILITIES:

- ☐ Preparing & monitoring Stock Position, S/Debtor's details, Vendor's details, FD details & LC creditors (opened & devolved) for Bank Stock Statement to maintain Drawing Power at maximum level.
- ☐ Preparing Cash Flow statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds to accomplish organizational goals.
- ☐ Making Purchase and sale bills, Debit Note, Credit note, Making TDS month wise and maintain payment schedule for creditor
- ☐ Preparing and maintaining of Books of Accounts, Statutory Reports, AP/AR records, Company's Payroll Accounts, Reconciliation Bank Statements Party Ledger, Making insurance declaration of raw material and finished goods, Generate e-Invoice, Generate way bill, Tds calculate monthly + Tcs / Tds Return Quarterly and Gstr Filling.
- ☐ EPF /ESIC/PT Monthly Challan Generation and Payment
- ☐ Logistics All

2) Name of the Company	Raghav Electricals & Engineers
Designation	Accounts - Executive
Duration	from Sept'2023 to June;2024

ROLES & RESPONSIBILITIES:

- ☐ Preparing & monitoring Stock Position, S/Debtor's details, Vendor's details, FD details & LC creditors (opened & devolved) for Bank Stock Statement to maintain Drawing Power at maximum level.
- ☐ Preparing Cash Flow statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds to accomplish organizational goals.
- ☐ Making Purchase and sale bills, Debit Note, Credit note, Making TDS month wise and maintain payment schedule for creditor
- ☐ Preparing and maintaining of Books of Accounts, Statutory Reports, AP/AR records, Company's Payroll Accounts, Reconciliation Bank Statements Party Ledger, Making insurance declaration of raw material and finished goods, **Generate e-Invoice, Generate way bill, Tds calculate monthly + Tcs / Tds Return Quarterly and Gstr Filling.**
- ☐ EPF /ESIC/PT Monthly Challan Generation and Payment

3) **Name of the Company**
Designation
Duration

DHANASHREE ELECTRONICS LIMITED.
Accounts - Executive
from Feb'2016 to Aug'23

ROLES & RESPONSIBILITIES:

- ☐ Preparing & monitoring Stock Position, S/Debtor's details, Vendor's details, FD details & LC creditors (opened & devolved) for Bank Stock Statement to maintain Drawing Power at maximum level.
- ☐ Preparing funds flow, Cash Flow statements to monitor the inflow & outflow of funds and ensure optimum utilization of available funds to accomplish organizational goals.
- ☐ Making Purchase and sale bills, Debit Note, Credit note, Making TDS month wise and maintain payment schedule for creditor
- ☐ Preparing and maintaining of Books of Accounts, Statutory Reports, AP/AR records, Company's Payroll Accounts, Reconciliation Bank Statements Party Ledger, Making insurance declaration of raw material and finished goods, *Generate e-Invoice* and *Generate way bill*.

4) **Name of the Company**
Designation
Duration

North Brook Jute Company Limited
Purchase - Executive
from Sept'1998 to till Jan'2016

ROLES & RESPONSIBILITIES:

- ☐ Handling matter related to jute purchase, maintaining stock levels of the unit for production.
- ☐ Day-to-Day review of stock available, purchase price of raw materials.
- ☐ Purchase Order preparation of raw materials after negotiation of price & terms.
- ☐ Handling matter relating accounts.
- ☐ Coordinating with production and purchase unit for uninterrupted flow in works and payment schedule.
- ☐ Timely preparation of MIS-Weekly, Monthly, Quarterly, Half-Yearly & Yearly for Sales & Purchase Department.
- ☐ Customers' reconciliation, Vendors reconciliation Responsible for local negotiation.
- ☐ Good knowledge of RMC, input materials sources, pricing, negotiation skills, creating vendor database and vendor development.
- ☐ Assisting in preparation of various reports and details from time to time.

5) **Name of the Company**
Designation
Duration

Sri Gopal Company Private Limited
Accounts - Executive
from April'1996 to till August 1998

ROLES & RESPONSIBILITIES:

- ☐ Data Management Work.
- ☐ Interface with clients to understand client needs.
- ☐ Handling and reconciliation of Customer Accounts in large scale.
- ☐ Revenue Reconciliations & Reporting.
- ☐ Posting of Sales and Purchase.

SCHOLASTICS:

- 1998 Completed B. Com from Calcutta University passed with 47% marks.
- 1996 Completed Higher Secondary Examination from Salkia Mishra Vidhyalaya School under west bengal Board passed with 50% marks.
- 1994 Completed Secondary Examination from Maheshwari Vidhyalaya School under west Bengal secondary Board passed with 56%marks.

TECHNICAL SKILLS:

- ☐ Proficient with the use of Windows, MS Office, (Google sheets, Vlookup, Pivot table in excel) **Focus, Busy, Perfect, Tally Prime, & ERP System.**

ACHIEVEMENTS:

- ReductioninPurchase rate.
- Reductionin Bad Debts.
- Reductionin unnecessary Bank Charges.

STRENGTHS:

- ✓ Good Communication Skill.
- ✓ Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.
- ✓ Sincere & Hardworking.
- ✓ Comprehensive problem solving abilities.

HOBBIES:

- ☐ Studyandanalyze human Behavior.
- ☐ Having conversation with people.
- ☐ Playing Cricket, Tennis, Football.

PERSONAL DOSSIER:

Date of Birth	:	1 st March, 1977
Fathers Name	:	Late Ashok Mundhra
Gender	:	Male
MaritalStatus	:	Widow
Languages Known	:	English, Hindi, Marwadi and Bengali

Declaration - I herebydeclare thatallthe informationfurnished above are true to the best of my knowledge.

Date:

Place: KOLKATA

(AMIT KUMAR MUNDHRA)