

## **SANDIP KUMAR DHARA**

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### *Objective :*

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Seeking a challenging and rewarding career in a reputed organization where I can contribute my knowledge and skills for growth and development of the organization and be able to implement solutions that meet the company's requirements using my experience.

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### *Professional Summary:*

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- Having 20 years experience as an Accounts Professional in the field of MARUTI VEHICLES and 3 years in the MANUFACTURING FIELD
  - Goal oriented, hard working & enthusiastic.
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### *Present Appointment:*

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- Accounts Executive in Machino Techno Sales Ltd from 18 May 2001 to 01.07.12. (Oldest dealership of Maruti Suzuki (1) Ltd.), certified 150 0001:2000 Dealer.
  - I worked One Auto Pvt Ltd. (dealership of Maruti Suzuki (1) Ltd.), Dealer.
  - Accounts Executive from 02.07.12 to 09.02.2022
  - I worked Graffiti Signgraphics Pvt Ltd (Manufacturing of RVI, Monolith, Unipole Item, 10CL-BPCL-HPCL) as St. Accountant from 01/08/22 to 01/02/24
  - At present I am working Suchita Millenium Projects Pvt Ltd as a Sr accountant from 08/02/24 to till now.
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### *Responsibilities:*

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As an Accountant my responsibilities includes:

- Day to Day Cash & Bank Entry & DRS.
- Regular Cash & Bank Reconciliation.
- Handle to total Cash Bank operation in organization.
- Responsible for maintaining records for daily transactions.
- Physically verification of Cash
- A/R and A/P analysis Maintaining of Stock.
- Intercompany Branch Reconciliation
- Preparation of GSTR & TDS Sheet
- Accountant-Purchase related job
- Monitoring Daily Material Movement & Stock
- Make GRN and arrange transport
- Monitor stock levels and place orders
- Handling Banking Department

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#### Educational Qualifications:

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- B.Com passed in 1994 From University Of Calcutta
- Diploma in Computer Application (DCA 1Yr) Course Complete.

#### **Computer Proficiency:**

- Well versed with Microsoft Office Package
- Good knowledge of TALLY accounting versions
- Hands on experience in Oracle Based DMS

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#### *Personal Profile:*

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- Date of Birth : 12-JULY-1974
- Sex : Male
- Marital Status : Married.
- Present Address: 7A/1, North Nowdapara Road, Kolkata-700057.
- Father's Name & Profession-Dilip Kr Dhara (Retired from Beni Engg Ltd.)
- Permanent Address: 28, Kedar Nath Singha Road, Kolkata-700 057, W.D.
- Nationality : Indian.

- Language Known : Bengali, Hindi, English.
- Hobbies : To keep my self up-to-date.
- Passport No : F9371640
- Expected Salary : Negotiable.

**Conclusion:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I hope my qualifications and experience shall meet your requirement, and I seek for your kind perusal and consideration so that I can perform, deliver and prove myself, in furthering company goal.

Place:

Date:

Sandip Kumar Dhara