

Resume

Mr.Subhas Das

7, Harijan Road, Po: Chatra, PS: Srirampur
Dist: Hooghly, Pin: 712 204, West Bengal, India

Mobile No.98314 57520 & 99035 14799

Email ID: das_subhas@rediffmail.com

1. Personal Details:

Father's Name: : Sri Rabindra Nath Das

Date of Birth: : 27.06.1970

Mother Tongue: : Bengali

Marital Status: : Married

Religion: : Hinduism

Language Known: : Bengali, Hindi & English

Education Qualification: : B.Com (in 1992)

Caste : Schedule Caste

2. Discipline: : Accounts & Commercial Job

3. Working Experience: : Since 1992 to Onward

i) Worked in M/s. 21st Century Engineering Services, Calcutta as an Accounts Assistance up to 2001

ii) Worked in M/s. Transfront Solutions (Medical Transcription Company) as an Accounts Executive from 2001 to 2005(October)

iii) Worked in M/s. Dutta Exim Consultant (Custom House Agent) as an Accountant (in association with M/s. Eastern Shipping Agency)from 2005 to 2015(May)

iv) Worked in M/s. ADA Software Group Inc. Kolkata (ADA Software Re Engineering Services Pvt. Ltd.) as an Executive-Accounts & Finance from 2015 (June) to 2016(March)

v) Worked in M/s. MMC Technologies Private Limited (Engineering Company) as an Accountant from 2017 (Nov)

vi) Worked in M/s. Stylo Media Private Limited as an Auditor Cum MIS reporting from Nov'2017 to April'22

vi) Now I am working in M/s. Ashma Motors Pvt Ltd. As an Senior Account.

4. Working Experience in Details:

- i) Computerized Accounting up to final accounts by Tally Software
- ii) Banking Activities
- iii) Look after stock recording
- iv) All Taxation and Insurance matter
- v) Look after all Commercial and Administrative jobs
- vi) Daily Cash Book & Bank Book maintaining by reconciliation
- vii) Typing by manual and Computer (Microsoft Office Word2003)
- viii) Daily Computer generated voucher making and manual
- ix) All Export & Import documentation – DGFT, CUSTOMS
 - xi) All Import realization documentations from Customs, Airport & Dock for 100% EOU and other.
 - xii) Look after Service Tax, Excise, Vat, Professional Tax & TDS matter.
 - xiii) Look after EPFO & ESIC (online) matter
 - xiv) Look after STPI matter through online
- xv) GST (Well Trained & working)

5. Extra Qualification: : Computer Knowledge

*** 2 Years Diploma in Computer Application from APTECH Computer Education in the year of 2000 ***

- i) MS-Dos, Windows -2000
- ii) Software application: MS-Office (Word, Excel & Access etc)
- iii) Accounting Package: Tally & Accord
- iv) Internet, working with FTP uploading and downloading of various files, Email etc

6. ISO9001:2008

Appointed as Management Representative of M/s. Dutta Exim Consultant on 17.08.2010. By virtue of these, I was having responsibility to liaison with ISO certification body and also management for M/s. Dutta Exim Consultant.

if you provide me accommodation that will be better for me.

Name: Subhas Das

Mob# 98314 57520

Place: Srirampur, Hooghly, West Bengal