

CURRICULUM VITAE



SANJAY MANDAL

194/2, Dolai Para, Near Health Centre,
Karai Factory,Uttarpara, Hooghly, Pin: 712245
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CAREER OBJECTIVE

To make a successful career in your esteemed organization by contributing my best towards achieving organizational goals and in the process seek professional Development.

WORK EXPOSURE

As an Accountant for the period 2017-2020 in **Shyam Sel & Power Ltd.**
As an Accountant Executive for the period 2021-March 2025 **Pratishtha Polypack Pvt. Ltd.**
Now I am working as Account Executive for the period April 2025 to till date in **Nortech Power Projects Pvt Ltd.**

KNOWLEDGE OF WORK

1. Computerized Accounting Preparation and maintenance of Accounts, Cash Handling, Banking, General Administrative and office works.
2. Banking, Maintaining Accounts and preparation of Account statements, Purchase, Sales, Debit Notes, Credit Notes, Bank entries, RTGS and NEFT preparation
3. TDS Payments , Tds Return Calculation .
4. GSTR-1
5. Cheque & Cash Book Preparation
6. Bank Reconciliation
7. ROC Matter (ADT-1, AOC-4, MGT-7, and CHG-4), Addition & Deletion Part of Directors, Board Resolutions Etc.
8. Udin Generation & Stock Audit in Different Locations
9. Labour Payment and Transportation Etc., GST Reconciliation.

EDUCATIONAL QUALIFICATION

Board/University/College	Marks	Passing Year	Percentage
W.B.B.S.E	403	2002	50.30%
W.B.C.H.S.E	634	2004	63.40%
CALCUTTA UNIVERSITY	540	2007	50.40%
ICMAI(SECOND GROUP)	160	2010	53.33%

PROJECTS

Audit
Stock Audit
Internal Audit

COMPUTER PROFICIENCY

Knowledge of MS- Office and Internet operations.

Knowledge of Accounting Packages like Tally Prime, Light House, and Exe.Next Generation & FoxPro,Coral Software Etc.

STRENGTHS

Sincere towards given job

PERSONAL INFORMATION

Date of Birth : 19th April 1985

Father's Name : Sri Mathur Mandal

Nationality : Indian

Marital Status : Married

OTHERS

Notice Period : 1 Month

DECLARATION

I, Sanjay Mandal, hereby declared that information furnished in the curriculum vitae is true and and reliable to the best my Knowledge.

Place:

Date:

(Sanjay Mandal)
