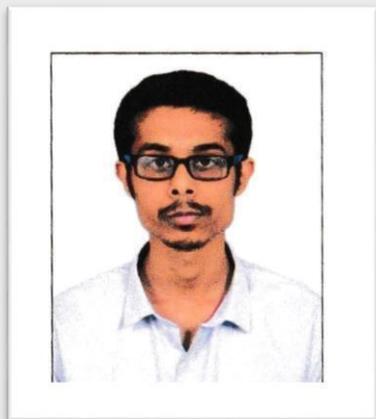


Prasenjit Bose



Contact

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Languages

English

Hindi

Bengali

Certifications

MSOFFICE

TALLY ERP-9

SAP

QuickBooks

Advanced Excel

Summary

Accounting & Finance Graduate with 5 years of experience. Having experience in CA firm developing and promoting healthy relationship with customers for generating business. Outgoing, Self-motivated and ability to initiate conversation with customers and able to gain their trust by providing quality services to them. Proficient in the use of MS Word, MS Excel, Excellent communication skills.

Skill Highlights

- Accounts payable and receivable
- Invoicing
- ERP software
- Cash handling
- General Accounting

Experience

Junior Accountant- 12/2017 To 02/2019

A.K. Sarkar and Associates - Kolkata

- Reviewed general ledger entries and assessed accuracy.
- Communicated with suppliers to reconcile invoice payments.

Assistant Accountant

07/2019 To 08/2021

EASTERN AGRO VET - Kolkata

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Assist senior accountants in the preparation of monthly/yearly closings.

Account Executive - 09/2021 To 05/2023

Prophecy Sensorlytics India Pvt. Ltd. – Kolkata

- Post and process journal entries to ensure all business transactions are recorded.
- Assist senior accountants in the preparation of monthly/yearly closings.
- GST and TDS sheet preparation every month.

Account Executive – 08/2023 To Present

Essem Tekno Service Pvt. Ltd. – Kolkata

- Post and process journal entries to ensure all business transactions are recorded.
- GST and TDS sheet preparation every month.
- Vendors reconcile and vendor payment.

Education

10th (WBBSE, 2012)

12th (WBCHSE, 2014)

B. Com (Calcutta University, 2017)