

PERSONAL INFORMATION :

NAME : PRIYANKA NANDY
FATHER'S NAME : LATE ASHOK NANDY
D.O.B : 07.09.1995
ADDRESS : 45, DOCTOR LANE
DISTRICT : KOLKATA
PIN : 700014
NATIONALITY: INDIAN
RELIGION: HINDUISM
GENDER: FEMALE
MARITAL STATUS: SINGLE
CONTACT : 9433344102
EMAIL : nandy.priyanka95@gmail.com

ACADEMIC QUALIFICATION :

EXAM PASSED	BOARD/ UNIVERSITY	YEAR	CLASS / DIVISION
MADHYAMIK	W.B.B.S.E.	2012	1 st
HIGHER SECONDARY	W.B.C.H.S.E	2014	1 st
B.COM (HONS)	C.U.	2017	2 nd

WORK EXPERIENCE :

CO NAME	DATE OF JOINING	DESIGNATION	EXPERIENCED
RAHMAN AND MONDAL (CA FIRM)	10.04.2018	AUDIT ASSISTANT	2 YEARS
ACE AUTO (CAR DEALERSHIP CO)	01.05.2020	ACCOUNTS ASSISTANT	3 YEARS
BALA SAI EARTH MOVERS PVT LTD (CONSTRUCTION CO)	10.08.2023	ACCOUNTS EXCECUTIVE	1 YEAR 6 MONTH

COMPUTER KNOWLEDGE/SKILLS:

MS WORD, MS EXCEL, TALLY ERP 9, TALLY 9, KNOWLEDGE OF GST (GST calculations, GSTR -1 & GSTR- 3B Return and Filing) & TDS Calculations.

DUTIES AND RESPONSIBILITIES:

1. RAHMAN AND MONDAL (CA FIRM)

- a) Assisting with financial analysis, data analysis, and report preparation.
- b) Auditing financial documents and statements and ensuring accuracy.
- c) Researching and documenting facts and findings.

2. ACE AUTO

- a) Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of Debtors/creditors statement.
- b) Handling petty cash, preparing bills and receipts.
- c) Maintaining accounting records, making copies, filing documents, etc.

3. BALA SAI EARTH MOVERS PVT LTD

- a) Maintaining day to day all types of financial transactions and accounting entries Bank(BRS),Cash, Purchase, Sale, Journal, Stock Journal (Capital gain ,Short term capital gain and Long-Term capital gain, Contract note, Dividend, Interest in Investment, Demat Charges) all type of entries etc.
- b) Maintaining Sundry Debtors and Sundry Creditors.
- c) Preparing GST summary, ITC reconciliation, GSTR1 and 3B filling monthly basis .
- d) Preparing TDS summary in monthly basis.
- e) Making all payment requisitions and processing the payment through BANK (ONLINE PORTAL)
- f) Preparing all project related work .
- g) Preparing accounts finalization work under the supervision and guidance of senior accountant.

ACKNOWLEDGEMENT :

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges.

Signature & Date
