

SIMRAN SONKAR

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Career Objective

To chart out a career in finance taking full advantage of my specialization in finance and to work with my full efficiency and integrity in long term association with any reputed organization.

Work Experience

- 2 years of experience of Jr. Accountant in DTSB & Associates (July'2020-June'2022).

Responsibilities: Day to day business transaction maintain in Tally, Stock maintain in excel.

- 1 years of experience of assistance in accounts at M/s. Debayan Konar outsourced by Bureau of Indian Standards, ERO (July'2022-2023).

Responsibilities: Maintain all accounting transaction in Tally-prime, E-invoicing, Handle monthly, quarterly and annual closings, Reconcile accounts payable and receivable, Ensure timely bank payments, Compute taxes and prepare tax returns.

- 2 years of experience of assistance in accounts at Laxmi Paper Co. (July'2023-Present).

Responsibilities: Maintain all accounting transaction in Tally-prime, E-invoicing, E way bill, Handle monthly, quarterly and annual closings, Reconcile accounts payable and receivable, Ensure timely bank payments, Compute taxes, prepare tax returns, Working with Stock, GST filling, TDS in GST filling, Make PO to ITC & order generate in ITC Portal etc.

Educational Background

- B. Com graduate from Indira Gandhi National Open University.

- Higher Secondary from WBCHSE board.

Technical Skills

- Can work efficiently in Tally-prime.

- Good command over Ms Excel & Ms Office.

Interpersonal Skills

- Good command over analysis.

- Good calculation tactics.

- Never give up attitude.

- Always do smart work.

- Ability to work hard in adverse circumstance to meet the target without losing patience.

Hobbies

Reading books, Learning new Computer Application, Internet surfing.

Personal Details

Date of birth: 14/02/1996

Languages known: Hindi, Bengali and English

Address (Present): 91, Tripura Roy lane Salkia Howrah- 711106.

"I hereby declare that the all the statement made in above information is correct to the best of my knowledge & believe."

