

CV**ARPITA NAG**

32A Alipur 1st lane p.o- Nimta
Near KalyanPrimari school unit-2
Kolkata-700049

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CAREER OBJECTIVE

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

Work Experience:

Name of the Organization	Designation	Duration	Key Responsibility Area
Freeset Bags & Apparel Pvt. Ltd. (Manufacturing Company)	Senior Accountant	12.04.2016 to Running	Maintaining books of accounts for two company (Tally) 1. Maintain daily cash, bank, sale, purchase, necessary of journal entries 2. Bank Reconciliation everyday basis 3. All documents, ledger scrutiny and Accounts checking as regular basis 4. All time co-ordinate with Junior and Job distribution to them 5. Physical Main company Cash maintain, Cash Transaction 6. Making all of Banking transaction through corporate bank 7. Follow up with debtors and creditors bills, Bills checking, sending of outstanding to them and tracking the payment and receipts 8. Monthly Salary payment with using corporate bank 9. Calculation, payment of TDS, TDS Return, Certificate issue, TDS online Correction 10. EPF Return and Payment 11. GST registration, GST payment and filling of GSTR 3B & GSTR 1 as monthly basis 12. GST refund claim by online and visit GST officers for Refund claim purposes 13. Work with my manager as daily basis and reporting to my manager also management as per their requirement 14. Co-ordinate with HR, Logistics, Customer-care, and production dept as per their requirement 15. Fixed Assets Register maintain and calculate the depreciation by Excel. 16. Internal Audit and communication with CA and CS 17. Face to auditor on audit time 18. Accounts Finalization on year ending and Balance Sheet preparation 19. Document maintaining in softcopy and hardcopy (property, compliance i.e GST, TDS, ROC etc)

Sinhal Trading Co. Pvt. Ltd. (Trading Company)	Junior Accountant	17.07.2014 to 31.03.2016	Maintaining books of accounts (Ace) 1. Maintain daily cash, bank, sale and purchase bill entry, BRS. 2. Prepare of cheque, Vouchers & RTGS. 3. Credit card bill maintain. 4. All documents checking and filling. 5. Follow up the debtors and creditors payment. 6. Payment of service Tax, E.P tax, TDS, PF, Income Tax, 7. Payment of Salary. 8. Return E-filling of TDS. 9. Issue the Waybill for Mizoram
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PERSONAL PROFILE

Nationality : Indian
Father's Name : Mr. Gobinda Nag
Husband's Name : Amit Saha Podder
Gender : Female
Date of Birth : 22nd October, 1993
Language Known : Bengali, English, Hindi
Hobbies : Watching Movie, Love to travel

ACADEMIC QUALIFICATIONS

EXAM / DEGREE	YEAR	NAME OF INSTITUTE	UNIVERSITY / BOARD	PERCENTAGE
B.COM(H)	2014	Bangobasi College	Calcutta	51%
HS	2011	Haradaya Nag Adarshavidyalay	WBBHSE	69%
Madyamik	2009	Haradaya Nag Adarshavidyalay	WBBSE	64%

COURSE AND TRAINING

Have Successfully Completed Training in Financial Accounting from Net World.

SOFTWARE PROFICIENCY

- Computer language known : Tally erp9.
- Framework : Accord, ex next generation
- Database : Excel, Word
- Simulation and Drafting : DTP.

PERSONAL SKILLS

- Quick learner.
- Hard working.
- Ability to deal with people diplomatically

Declaration: I hereby declare that above information is correct to the best of my knowledge and belief.

Place: Kolkata

Dated

Arpita Nag

