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◆ **Objective :**
To keep business update by posting the business transition timely and to provide suitable MIS to the management for their decision making.

Work Experience:

ABC Metaliks Limited : Since 4th July, 2003 to Till Date.

Job Title : Accounts & Commercial

Job Responsibility :

- Maintaining Daily Cash Book & Bank Book (with reconciliation)
- Banking Transaction
- Preparation of Voucher & Cheques
- Documentation of Service Tax, T.D.S., P.F. & ESI,
- Preparation of Professional Tax
- SALES TAX (Issuance of Declaration Form & 'C' FORM, maintaining sales Tax Register, Preparation of details of Assessment etc) WAY BILL, VAT
- Maintaining Input & Out Put Register.

ABC (India) Ltd : June, 2000 to July 2003.

Job Responsibility :

- Maintenance of daily Cash Book, Bank Book, Sundry Creditor & Debtors
- Banking Transactions
- Organizing business meetings of the Management

ABC & Co.: December, 1996 to May, 2000.
ABC & Co is a Chartered Accountant firm based in Kolkata.

Job Responsibility :

- Maintenance of daily Cash Book, Bank Book
- Preparation of MIS
- Organizing business meetings of the Management

ABC Corporate Consultant : June 1994 to November, 1996

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