

RESUME

MOUMITA DUTTA

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PERSONAL DETAILS

Father's name : Mr. Ratan Dutta

Date of birth : 21st March, 1989

Gender : Female

Marital Status : Married

Nationality : Indian

Religion : Hinduism

OBJECTIVE:

To find myself as an integral part of an organization; promote growth & development of the establishment along with self growth; and seek to learn in process of serving the fraternity.

WORK EXPERIENCE

Calcutta International School Society

(9th Apr 2018 – Till Date)

Position: Sr. Accountant

Headquarter: Kolkata

Principal Responsibilities

- Accounts payable & receivables
- Credit control, fixing monthly collection, budget analysis
- Debtors reconciliation and follow up to ensure prompt payment
- Ledger scrutiny, fixed assets, statutory compliance
- Direct and indirect taxation
- Assist in finalization of Audit
- Expert in TDS & GST
- MIS reporting, Team handling

Price Water House Coopers SDC Kolkata Pvt. Ltd.

(23rd Nov 2015 – 6th Apr 2018)

Position: Associate

Headquarter: Kolkata

Principal Responsibilities

- Auditing of security pricing
- Accounts payable & receivables, bill processing in SAP
- Ledger scrutiny, compliance checking, MIS reporting, Team handling
- Also handled U.S. based clients

Srei Equipment Finance Ltd.

(18th Aug 2014 – 18th Nov 2015)

Position: Senior Executive - Accounts

Headquarter: Kolkata

Principal Responsibilities

- Accounts payable, Bill processing, Vendor payment, Month end provision, Compliance checking
- Preparation of Bank Reconciliation Statement of 2 major collection accounts in Oracle software
- Timely generation of all MIS Reports applicable to the accounting activities
- Ledger scrutiny, Restatement of accounts, Auditing & verification, Team handling

Position: Accounts Executive**Headquarter: Kolkata****Principal Responsibilities**

- Execute all activities and make correspondence relating to ROC, Service Tax, Professional Tax, Income Tax Return filling.
- Record the amount of money spent and received daily by clients or company management using computer tally & erp software
- Valuation of assets, Quantity detail, Accounts payable, Bill processing
- Auditing & Verification, Ledger scrutiny , Restatement of accounts
- Export Documentation to claim service tax refund

LANGUAGES KNOWN:

English - Read, write & speak: Fluent

Bengali - Read, write & speak: Fluent

Hindi - Read, write & speak: Fluent

ACADEMIC QUALIFICATION:

Name of the examination	Board/University	Name of the institution	Year of passing	% of marks	Division/Class
M.Com	Calcutta University	Calcutta University	2011	55	2nd
B.Com.(Hons)	Calcutta University	Sivanath Sastri	2009	61	1st
H.S.	W.B.C.H.S.E.	J.P.G.H.S.	2006	69	1st
Madhayamik	W.B.B.S.E.	J.N.Vidyapith	2004	67	1st

PROFICIENCY IN COMPUTER:

- Completed Diploma in Financial Accounting System from State Youth Centre certified by Government of West Bengal in 2007.
- Completed Post Graduate Diploma in Computerized Financial Accounting from Brainware certified by Jadavpur University in 2011.

KEY SKILLS: Good communication, implementing work schedule on time, high regards to all, hardworking, confident, workaholic.**Co-curricular Activities**

- Participated in sports and social activities during school period
- Completed Classical dance specialized in Karthak for two years at a stretch.
- Constructive reading to keep me informed of current affairs both nationally as well as internationally.

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