

SAJAL BHATTACHARYYA

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Seeking a position to utilize my skill, potential and abilities to the maximum in an organization with full loyalty and honesty, that offers professional growth while being resourceful, and flexible.

PROFESSIONAL SYNOPSIS

- An effective team leader with strong troubleshooting & problem solving skill.
- Hand on experience across office related job and administration.
- An administrator with excellent communication, man management and cash handle, Payroll management Record keeping and maintain statistics.

ORGANISATIONAL EXPERIENCE

- Working as a **Senior Accountant Executive** At **Techno Global Hospital, Barrackpore.**

Accountabilities

- ⊕ Cash Collection and Physically Cash Verification.
- ⊕ Processing Tax Invoice **P.O** and **P.I** for Payment.
- ⊕ Tracking and Handling bill in Accounts.
- ⊕ Bill prepared for payment in tally ERP9.
- ⊕ Tax Invoice Entry in tally ERP9.
- ⊕ All Vendor Reconcile in tally ERP9
- ⊕ Bank Reconciliation.
- ⊕ Maintain Sundry Debtors & Sundry Creditors.
- ⊕ TDS prepare of accounts.

Skill Set

- ⊕ Social worker with NGO on HIV/AIDS.
- ⊕ Resolving interpersonal issues & working towards a harmonious work environment.

PREVIOUS WORKING EXPERIENCE

- Work as a Team leader in Naihati Prolife a NGO (West Bengal Govt. undertaking) from 2006-2007
- Work as a part time Account Assistant at Rudra Group of Companies in 2007
- Work as part time Audit firm Bagchi & Company-2006
- Work as **Relationship Manager, Finance Officer & Cashier** At **ASTHA NURSING HOME,ASTHA DAY CARE CENTRE** Kalyani, Nadia From 2006.

EDUCATION

- Passed **Secondary School Examination** from West Bengal Board in 1994.
- Passed **Higher Secondary School Examination** from West Bengal Board in 1997.
- Passed **B.Com** , from Calcutta university in 1999

PROFESSIONAL QUALIFICATION

- Diploma in Computer application and program and Accounting Package (Tally ERP 9 & Advance excel)

PERSONAL DETAILS

Date of Birth :11th August 1977

Marital Status : Married

Address : BULBULI ABASAN,FLAT NO-B,75/53/110,GOLABATI ROAD,HALISAHAR,PIN-743145

EXPECTED CTC: NEGOTIABLE

Sajal Bhattacharyya