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# Bidisha Sarkar

B1- 1021 in Sobha Sunscape, Thalaghattapura, Kanakpura Road, Bangalore – 560062

 Mobile: 9088038898| Email- sarbidisha@gmail.com

# Career Objective:

I’m looking for career in accounts field. I would like to work with other professional to improve my skills which help me contribute in this field.

# Educational Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Board/University** | **Year of Passing** | **Percentage** |
| ACCA | ACCA | Pursuing | N/A |
| CMA | ICWAI | Pursuing | N/A |
| B.Com (Honors’) | University of Calcutta, W.B. | 2016 | 50.20 |
| 10+2 (Commerce) | ICSE BOARD | 2012 | 62.86 |
| 10 | ICSE BOARD | 2010 | 70.86 |

 **Work Experience:**

 **Accounts Intern**

 Bajaj Arora & Co.

 Jun 2018 to January 2019

**Job Profile:**

* Maintaining Books of Accounts
* Filing of Return
* GST Returns
* Sales and Purchase Entries
* Bank Reconciliation.
* GST Registrations

# Accounts Trainee

# VGrow Advsiors Pvt Ltd

# October 2019 to October 2020

#  Job Profile:

# Book Keeping

# Bank Reconciliation in AppFolio

# Maintaining Rent File

# Processing owner payment in AppFolio

# Sending 5th Day Reminder to Tenants

# Sending 5th Day Pay or Quit to Tenants

# Preparing 300 File

# Preparing Monthly Tracker

# Processing Late Fee

# Replying to the Emails sent by the Client

# Preparing Prepaid Rent File

# Preparing 4th Day Tracker

# Processing Invoices in AppFolio

# Downloading images from Work order and Merge them and Convert them into Pdf and attach them to invoices

# Sending owner statement to the owner of the property

# Processing deposit slips in QuickBooks

# Reconciliation in QuickBooks

# Accounts Executive

# Fincrew Consultants Pvt. Ltd.

# July 2021 to January 2022

# Post and process journal entries to ensure all business transaction are recorded.

# Prepare and submit weekly and monthly reports.

# Assist senior accountants in the preparation of monthly, yearly closing.

# Assisting in BSNL accounting projects.

# Interviewing Clients.

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# Skills:

* Excellent oral and written communication
* Team work
* Motivated and confident with good interpersonal skills
* Active Listening
* Adaptability
* Attention to details
* Accuracy and error free work consistently

**Other Skills:**

* + - Tally ERP 9
		- Computax
		- AppFolio
		- MS Excel
		- QuickBooks
		- Power Point
		- Accounts Receivable
		- Accounting

# Achievements:

* + - Scholarship from Bharat Petroleum Corporation Limited for scoring above 60% in 10th board in 2010
		- Participated in Seminar on “Stock Market Analysis”.
		- Participated in Seminar on “Export-Import ”

# Personal Information:

* Date of Birth: 29th of June, 1993
* Gender: Female
* Languages Known : Hindi, English, Marathi and Bengali

**Declaration:**

*I hereby declare that, the information provided above is true to best of my knowledge.*

Place: (Signature)

Date: