



JOYDEV SAHA

Assistant Executive (Finance & Credit Control)

+91-7003985687

joydevsaha77@gmail.com

WORK EXPERIENCE

21 Years

ABOUT ME

Strategic and analytical finance professional with 20+ years of success in financial reporting, analysis and project management, consistently meets deadlines, resolves discrepancies and increases company revenue, highly skilled at maximizing productivity through detailed analysis and process improvements.



Education

Masters, Business Administration

St. Xavier's College, Kolkata

Post- Graduated, June 2013

Marks 56%

Indira Gandhi National Open University

AICTE & UGC Board

Kolkata, West Bengal

Division 2

Bachelor, Commerce

Heramba Chandra College (South City College)

Calcutta University

Kolkata, West Bengal

Graduated, June 1999

Marks 56%

Division 2

10+2

Heramba Chandra College

WBCHSE

Kolkata, West Bengal

March 1996

Marks 55%

Division 2

10

Gangapuri Siksha Sadan

WBBSE

Kolkata, West Bengal

March 1994

Marks 73%

Division 1



Career Highlights

- Financial modeling .
- Regulatory reporting
- Variance analysis.
- Strategic planning.
- Accurate forecasting.
- Complex problem solving.
- Superior research skills.
- Analytical



Work Experience

Nov 2007 – Oct 2020

Assistant Executive (Finance & Credit Control)

Orient Bell Ltd

Kolkata, West Bangal

- MIS report- Customer Ageing Report, Various Types Sales Report, Stock Report, Breakage Report, Collection Report presenting to management..
- GST Related: - Filing of GSTR-3B, GSTR-1, ITC-04, Tran-1.
- Order Processing & Invoices making through ERP system and hand over to customers.
- E-Filing of Profession Tax, Income tax and TDS Return.
- Way Bill creating for check post & send to transporter.
- Reconciliation of Debtors, Creditors, bank statements
- Indent creation as per customers demand & items availability from factory stock and MRN entry passing into ERP system.
- Manage insurance survey by surveyor for Item breakage procedure completion & breakage entry passed into ERP system.
- Quarterly Physical Stock taking & Daily Stock report preparation & send to sales team & customers
- Maintaining Books Keeping.
- Work with team to prepare for audits and with auditors for smooth completion.
- Work with team for ROC, Provident Fund & ESI works.

December 2005 – October 2007

Accountant

GRG Buildwell Pvt Ltd

Kolkata, West Bengal

- Handling all works for C&F agent.
- Invoices & Challans making for C&F agent.
- Sales Tax Work.
- Stock Report Maintain.

November 2002 – December 2005

Accountant

Amna Auto & Oil Supply

Kamarpukur, Hooghly, West Bengal,

- Books of A/c Maintain by Tally software.
- Due amount collection from customer.
- Income Tax Return prepared.
- Sales Tax & Service Tax Work Done.

December 1999 –November 2002

Articled Clerk

A.Kayes & Co.

Kolkata, West Bengal,

- Financial and Management Accounting .
- Auditing (Including Internal Audit).
- Taxation.
- Information Technology.
- Insurance Survey.



Computer Proficiency

- Word 2010
- Excel 2010 (Advance), Pivot Table, VLOOKUP
- Power Point 2010
- Tally ERP 9 (Ver 6.6.3)
- Internet
- Email
- Microsoft Dynamics NAV (ERP System) version 2013 R2



Languages

- English- Read, Speak and Write , Moderate
- Hindi- Speak , Beginner
- Bengali-Read, Speak and Write , Fluent



Personal Details

Father's Name:	Mr. Gobinda Chandra Saha	Marital Status:	Married
Birthday:	Septembar 14, 1977	Nationality:	Indian
Gender:	Male	Address :	38, Sahapara, 2 nd Floor, Flat No.6, P.O:-Purbaputinary, Kolkata, West Bengal, PIN:-700093

Current CTC: Rs.3.44 Lacs / Year , Gross :-Rs.28.6 K / Month , Net :-Rs.23.8 K / Month

Expected CTC: Negotiable

Declaration

I, Joydev Saha, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Joydev Saha

Kolkata, West Bengal
1st January, 2021