



## BISWAJIT KARMAKAR

### Contact Details

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Address VILL + P.O. GOURANGA NAGAR, P.S- NEW TOWN, KOLKATA-700162  
Mobile No 8240552726 / 9903810979  
Email ID [mebiswajit03@gmail.com](mailto:mebiswajit03@gmail.com)

### Objective

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To achieve the excellence in my carrier by providing best possible services to the organization in the shortest possible time with the highest professionalism, and value in work.

### Educational Details

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| YEAR | Qualification            | College/Institution           | Board/University       | Percentage |
|------|--------------------------|-------------------------------|------------------------|------------|
| 2015 | MASTER OF COMMERCE       | UNIVERSITY OF CALCUTTA        | UNIVERSITY OF CALCUTTA | 51.20%     |
| 2012 | BACHELORS OF COMMERCE(H) | Surendra Nath Evening College | UNIVERSITY OF CALCUTTA | 55.30%     |
| 2009 | CLASS XII                | Sahid Rameswar Vidyamandir    | WBCHSE                 | 60.20%     |
| 2007 | CLASS X                  | C.S.R.A.A.V                   | WBBSE                  | 51.80%     |

#### TECHNICAL COMPETENCIES:

- a) **SAP (END- USER)**, MODULE- **FICO (HANA)** from WBCST DEVELOPMENT AND FINANCE CORPORATION in 2017.
- b) **Business Correspondent (QP)** in Banking Sector from NIIT Yuva Jyoti (Aug, 2016).
- c) **TALLY 9.0** from National Council for Vocational Training (Jan, 2012).
- d) **COMPUTER BASIC:** (EXCEL, WORD, POWER POINT AND INTERNET etc).

### Work experiences Details

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1. **JIS Group – “JIS UNIVERSITY” [ JIS ERP System].**

**Duration – Since 13-MAY-2024 to Present.**

**Designation- “Accountant & Store Executive”**

**Detail of professional Experience in JIS Group – “JIS UNIVERSITY”**

JIS Group is a company that cares about its employees provides them with appropriate salaries and benefits with professional development.

- Vendor Purchase / Service Order Creation in ERP System by CSQ Making.
- After receiving goods make UGR, MI & GRN entry in ERP.
- Goods Received & Checking properly with bill and process for Payment.
- Make Entry in ERP System for Receiving as well as Payment.
- Material Requisition, Indent, Issue Preparation in ERP System.
- Stock Maintaining & Petty Cash expenses handling.
- Cheque Printing for Cheque Signing & Vendor Payment.
- Student Fees payment related problems solve.
- Pay Slip distribute to Staff.

**2. Engineering Project India Limited (Contractual -Lion Mac Escort) [SAP- HANA- FICO Module].**

**Duration – Since 01-June. -2023 to 12<sup>th</sup> May 2024.**

**Designation- “Accountant Assistant Gr –I”**

**Detail of professional Experience in Engineering Project India Limited (SAP-HANA)**

EPIL is a leading engineering enterprise which is Govt. of India under taking work on govt. engineering projects.

- Customer Invoice Creation.
- Vendor Invoice Creation.
- E- Invoice generates.
- Contractor Bill process for payment through green sheet, BOQ checking.
- Bank Guarantee updation in Excel sheet as well checked activation status.
- Follow-up to respective clients and bank for expired Bank Guarantee activation with letter writing communications to both.
- Follow-up to the respective bank for expired Bank Guarantee encashment.
- Tender bid Filling (through B.G & FDR confirmation and financial Evaluation checking).
- Tender Fee and EMD money receipt, Staff Admin. Expences.
- Bank follow-up statement checking for tender fees and EMD money receipt.
- Tendering documents checking.

**3. BAJORIA ENTERTAINMENT PVT. LTD.**

**Duration – Since 09-July.-2018 to 31-May-2023**

**Designation- Accountant Executive**

BAJORIA ENTERTAINMENT (formally known as Kutchina Home Makers Pvt Ltd) is a leading Home appliance company in India, offers reliable home appliance product for everyone in reasonable price.

**Detail of professional Experience in BAJORIA ENTERTAINMENT (Sage ERP)**

- Work as an Accountant Executive.
- Responsible for liquid Cash and Cheque and Deposit to Bank daily basis.
- Coordinate with team members in the development of organizational information systems.
- Daily circulate of pending and cash Collection Entry MIS to the management.
- Telecalling with customers for confirmation of addresses & GST invoice on daily basis.

- The prime duty wise of cheques dispatch & Check the A/c Holder Name, A/c no & Address.
- Daily basic Maintaining dispatch register record keeping etc.
- Preparing Technical MIS file on Daily basic & Collecting Bounce Cheque from head office.
- Making All the Cash & Cheque Entry in SAGE ERP software.
- Spare Parts & Finish Goods received from Godown and Goods inter location transfer with records.
- Create Local Purchase Requisition, Order, received goods from Vendor, also make Accounting entry.
- Issuing Spare Parts to Technician Daily & Take back damage parts from them.
- Record damage return & internal usage Parts in Sage ERP.
- Different type of problem resolving through mail & telephonic discussion.
- Follow up with GOs (Group Offices) for the next action. "Pending Invoice" for sale entry.
- Make Challan for Finish Goods sale & Sale entry in ERP & send GST Invoice to Customer.
- Sage ERP Sale invoice, Local Purchase, AR, AP, Credit Note, Bank Receipt, Expenses entry in ERP.
- Petty Cash expenses handling with Records in ERP & making Vouchers daily basis.
- Making month end closing report & convey report to HO.

#### 4. **SANDIPAN PRAMANIK INFRACOM PVT. LTD. (Tally ERP 9.)**

**Duration – Since 01-Apr-2017 to 30-June-2018**

**Designation- As a Senior Accountant**

#### **Detail of professional Experience in SANDIPAN PRAMANIK**

- Maintaining Stock Daily Basis.
- Handling All Stock details records in Tally as well MS Excel.
- Daily basis Petty Cash expenses, Record & report to HO.
- Make Cash payment to Labour Daily basis.
- Completely making Inforce ,print & Scopp file
- Coordinate with the Branch for Client's for payments Status.
- Daily basis Purchase GST Bill details records in MS Excel as well work book and covey this report to H.O.
- Prepare daily expenses Voucher & entry in Tally.

#### **Personal Details**

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|-------------------|---|---|
| Father's Name     | : | <b>Prantosh Karmakar</b>  |
| Mother's Name     | : | <b>Sulekha Karmakar</b>   |
| Date of Birth     | : | 14 Mar 1991   |
| Sex               | : | Male  |
| Marital status    | : | Married   |
| Language Known    | : | Bengali, English & Hindi  |
| Permanent address | : | At – Vill + PO-Gouranga Nagar, PS-New Town, Dist – (N) 24 PGS, Pin - 700162, Kolkata. |

#### **Declaration**

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

Date:

Place:

**(Biswajit Karmakar)**