

# SAHELI KUNDU

21/55/1 CANAL EAST  
ROAD KOLKATA-700067

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**PROFILE SUMMARY:** Aspire to start a role in the finance domain where I can utilize my extensive knowledge about the area gained during my studies and summer internship. Well versed with financial accounting knowledge, Taxation and proficient in Microsoft Office applications such as Excel, Word and PowerPoint along with good communication skills. Actively engaged in beyond education activities like Anando Utsav, Blood donation camp & Titanium sports meet.

**WORK EXPERIENCE:**      **PREMIER CARWORLD PRIVATE LIMITED**      **01, July'25-Present**  
**ACCOUNTS EXECUTIVE**

- Processing Sales & Purchase invoices in Real books
- Handling petty cash expenses in excel sheets
- Posting and processing accounting entries on Real books and ensuring all business transactions are recorded
- Updating financial spreadsheets and reports with latest available data
- Handling bank payments and reconciliation of Bank Statements
- Handling final settlement sheet of the company

**INTERNSHIP EXPERIENCE:**      **MICROTALK COMMUNICATION PRIVATE LIMITED**      **02, May'24-02 July'24**  
**TITLE**      **: A study on the process flow of the Procure-to-Pay (P2P) and Record-to-Report (R2R) Activities**

- Vendor payment knock off against invoice wise
- Voucher entry on tallyprime and excel (i.e Purchase, sales, receipts, payment, debit note, credit note etc.)
- Bank reconciliation,
- Posting and processing accounting entries on TallyPrime and ensuring all business transactions are recorded
- Updating financial spreadsheets and reports with latest available data
- Handling bank payments and reconciliation of Bank Statements
- Sales entry from sales report in tallyprime software
- Transition of cash book from excel to tallyprime
- Passing GST entries in excel, Passing TDS entries in excel
- Purchase and sales invoice booking on different vendors in tallyprime

**EDUCATION:**

- **Post Graduate Diploma in Management (Specializing in Finance)**      August 2023-April 2025  
Globsyn Business School, Kolkata      **Percentage-56.44**
- **Bachelor of Commerce (Specializing in Accounting & Finance)**      2019-2022  
Acharya Girish Chandra Bose College      **Percentage-80.41**  
University Of Calcutta
- **Class XII**      2017-2019  
Taki House Government Sponsored Girls High School      **Percentage-82.80**  
WBCHSE
- **Class X**      2016-2017  
Taki House Government Sponsored Girls High School      **Percentage-65.57**  
WBBSE

**SKILLS:**

- Expertise in handling data on MS Excel
- Working Knowledge of MS Word and PowerPoint
- Hands-on experience in Tally Prime
- Invoice Processing
- Basic knowledge of GST & TDS
- Excellent communication skills and Effective time management
- Teamwork abilities and Problem solving skills

**CERTIFICATIONS  
& ACHIEVEMENTS:**

- Certified in Tax Launchpad Program byPWC- 24 May, 2024
  - Graduated with First Class (Honours)-2022
  - Received SVMCM Scholarship for academic excellence 2019-202
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**PERSONAL  
INFORMATION:**

- Date of Birth- 22<sup>nd</sup> July 2002
  - Nationality- Indian
  - Marital Status- Unmarried
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**LANGUAGES:**

- English- Advanced
  - Bengali – Native
  - Hindi- Basic
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**INTERESTS:**

- Travelling
  - Listening music
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**DECLARATION:** Theabove information is trueand to the best of my knowledge.

**PLACE: KOLKATA**

Saheli Kundu  
**SIGNATURE**