

SAHELI KUNDU

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PROFILE SUMMARY: Aspire to start a role in the finance & taxation 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 Realbooks
- 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'24-02July'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 tally prime and excel (i.e Purchase, sales, receipts, payment, debit note, credit note etc.)
- Bank reconciliation,
- Posting and processing accounting entries on Tally Prime 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 tally prime software
- Transition of cash book from excel to tally prime
- Passing GST entries in excel, Passing TDS entries in excel
- Purchase and sales invoice booking on different vendors in tally prime

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 by PWC- 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- 22nd 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: The above information is true and to the best of my knowledge.

PLACE: KOLKATA

Saheli Kundu
SIGNATURE