

Professional Summary

Skilled **Site Accountant (Constructions)** with over **12+** years of experience, having a solid foundation in **accounting** and **inventory management**, mostly within **government funded projects**. Managed responsibilities such as preparing **purchase orders**, **maintaining records**, and processing **invoices**. Coordinated across departments to support efficient **financial operations**. Looking for transitioning into the **banking sector**, offering a strong understanding of **financial documentation**, **regulatory compliance**, and **risk assessment**. Proficiency in **Tally, MS Office**, for roles requiring meticulous financial oversight.

Professional Experiences

Site Accountant

Prasad & Company Project Works Limited

Oct'24 – Continue

- Constructions of Commercial **Project Foxconn Elephant Project (iPhone Unit)** at Bangalore.

(2024 - Present)

Site Accountant

Rishabh Constructions Pvt. Ltd.

Sep'14 – Oct' 24

- Constructions of 96 Nos **Residential Married Accommodation Project** at Wellington, Nilgiri, Tamilnadu under **MES**.
(2023 - 2024)
- Constructions of 100 bedded **ESI Hospital** building and 32 nos. Residential quarters at **Rajahmundry, Andhra Pradesh**.
(2020 - 2023)
- Constructions of New campus for **Army Institute of Management Collage with Boys & Girls Hostel** under **MES** at **Newtown, Kolkata**
(2017 -2020)
- Constructions of **Residential Married Accommodation Project** at Udampur (**Army & Airforce**) **Jammu & Kashmir** under **DGMAP**.
(2014 - 2017)

Executive Accounts

Chakra Wealth Management Advisory Ltd.

Jun'12 – Sep'14

Constructions of Commercial **Project at Rajarhat, Newtown, Kolkata**.

Role & Responsibilities

- Successfully managed and maintained detailed accounting record and prepared monthly and year-end financial statements.
- Reviewed and processed invoices, purchase orders with a focus on maintaining data accuracy.
- Handled bookkeeping duties, monitored inventory levels, and managed the receipt, withdrawal, and recording of stockroom items.
- Collaborated with the procurement, inspection, and operations departments to address and resolve queries related to site accounting processes.
- Reviewed and verified monthly purchase statements for validity and accuracy.
- Maintained detailed records for audit purposes and complied with project documentation standards.
- Managed purchase requisitions, purchase orders, and goods receipts, ensuring a smooth flow of materials and adherence to project requirements.
- Oversaw the documentation for inventory records, payment processing, and end-user billing.
- Responsible for organizing paperwork related to store requisitions, material transfers, and packing lists, maintaining comprehensive and accessible documentation.

Education

- **Bachelor's Degree with Honor's**
Vidyasagar University, India – **2011**
- **Higher Secondary**
West Bengal Council of Higher Secondary Education (W.B.C.H.S.E) – **2008**
- **Secondary Education**
West Bengal Board of Secondary Education (W.B.B.S.E) – **2006**

Languages Known

Bengali (Native) **English** (Proficient) **Hindi** (Proficient)

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