

SURVHI PUROHIT

Sr. Accountant

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New Town, Kolkata



EXPERIENCE

Sr. Accountant

Goenka Kachave LLP

01/2025 - Present Kolkata

- Onboarded multiple payment partners, enhancing the company's transaction capabilities.
- Played a pivotal role in establishing company bank accounts, streamlining financial operations.
- Oversaw accounts and finalization processes, contributing to accurate financial reporting.

Navkaar Aluform Services Private Limited

Acharya Jagdish Chandra Bose Road

06/2023 - 12/2024 Kolkata

- Preparing Financial Statements: Ensure accurate and timely preparation of balance sheets, income statements and other Financial documents.
- Month-end and Year-end Close Processes: Oversee the closing processes, ensuring all financial transactions are recorded correctly.
- Compliance: Ensure GST, TDS, TCS Monthly and Quarterly Compliance.
- General Ledger Management: Oversee the maintenance and reconciliation of the general ledger.
- Accounts Payable/Receivable: Supervise the processing of invoices and payments, ensuring timely and accurate recording of transactions.
- Bank reconciliation: Ensure all bank statements are reconciled with the company's accounts.
- Budget Preparation: Assist in the development and management of budgets.
- Financial Forecasting: Provide accurate financial forecasts through MIS Reports to aid in strategic planning.

KGRS & CO

Park Street

09/2018 - 09/2021 Kolkata

- Vouching and Verification of Books of Accounts, Statutory records and ensuring compliance with Accounting and Auditing Standards, Guidance Notes and other applicable statutory laws
- Prepared Trading, P/L Accounts and Balance Sheet of different Concerns like Proprietorship Firms, Companies etc
- Preparation of Financial Statements as per Schedule III of the Companies Act, 2013 including Notes to Accounts of Presidency Alumni Association Culcutta and various others Companies
- Data compilation & Statutory submissions for scrutiny assessments/reassessments

EDUCATION

Graduation

Shri Shikshayatan College

2015 - 2018 Kolkata

- BCom (Hons): Accounting & Finance (59.6%)

SUMMARY

I aim to contribute to the success of an organization by continuously enhancing my knowledge and embracing challenging roles. With a strong commitment to personal growth, I seek opportunities that allow me to apply my skills in innovative ways while learning from industry experts. I am eager to take on responsibilities that push me beyond my comfort zone, driving both individual and organisational success.

KEY ACHIEVEMENTS



Efficient Month-End Close

Through Data Compiling and MIS Reports and reconciliation of Debtors and Creditors.



Accounts Process Improvement

Led a team of 2 to ensure accurate financial reporting for month-end and Quarter-end closings.



Streamlined Statutory Compliance

Successfully internalized GST, TDS and other statutory compliance functions and streamlined it.



Enhanced Financial Accuracy

Oversaw accounting operations, ensuring accurate financial records.

LANGUAGES

English

Native



Hindi

Native



SKILLS

Advanced Excel

SAP

Zoho

Tally

EDUCATION

Higher Secondary Examination

DAV Public School

📅 2013 - 2015 📍 Chaibasa

- Passed from DAV Public School - in the year
-

S.s.c

S.S.C. Passed from Netaji Subhash Public School

📅 2013 📍 Jamshedpur, India

- Passed from Netaji Subhash Public School - in the year [89%]