

SOUMEN DAS



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Dubai , UAE

Personal Details

Date of Birth : 07-12-1984

Marital status : Married

Nationality : Indian

passport no : U4134652

Edu cation

- Bachelor In Commerce

Computer skill

- Microsoft office Excel (VLOOKUP, Pivot Table)
- Microsoft Word
- Power Point & Outlook & Email
- Basic Knowledge in Tally ERP & SAP

Language

- English
- Hindi
- Bengali
- Assamese

Profile

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization

Work Experience

SPAN & ASSOCIATES (Chartered Accountant, GUWAHATI INDIA

Position: Accountant cum Administrator

Year : 2014 - 2024

Managing company assets and financial expenditures.

- Receipt, Payment, Petty Cash, Expenses reimbursed, Salary reimbursed.
- Claim Processing at Procter & Gamble
- Inventory/Compliance & Commercial Audit (Unilever, Britannia, GCPL, Dabur, Nokia, J&J)
- Data analysis with VLOOKUP, Pivot Table.

Ensuring compliance with accounting standards and regulations.

SPAN & ASSOCIATES (Chartered Accountant, KOLKATA INDIA

Position: Assistant Accountant & Audit

Year : 2010 - 2014

- Assisting in the planning and execution of audits
 - Developing and maintaining audit documentation
 - Conducting research on accounting and auditing issues
 - Analyzing financial data
 - Identifying areas of financial risk
 - Communicating with the audit team and clients
- Preparing audit reports

HINDUSTAN UNILEVER WAREHOUSE KOLKATA INDIA

Position : MIS Executive

Year : 2007 - 2010

- Collecting, analyzing, and disseminating data to management.
 - Preparing and presenting reports based on data analysis.
- Claim Processing

Skills

- Good communication skills
- Always keep on smiling under pressure.
- Time management
- Excellent customer service skills
- The ability to work alone and as part of a team
- The ability to stay calm under pressure
- Team Management