

Anil Sanyal

Professional Accountant

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PROFESSIONAL SUMMARY

Detail-oriented and dedicated Accountant with hands-on experience in financial record maintenance, bookkeeping, taxation, and computerized accounting operations. Backed by formal computer application training and a strong educational foundation from HP Bose. Proven ability to streamline financial reporting, manage accounts payable/receivable, and ensure complete statutory compliance with precision and reliability.

CORE COMPETENCIES & SKILLS

- Bookkeeping & General Ledger
- Accounts Payable & Receivable
- Financial Reporting & Analysis
- Bank Reconciliation Statements
- Computerized Accounting (Tally, ERP)
- MS Excel & Advanced Spreadsheets
- Taxation (GST / Income Tax basics)
- Computer Applications & Data Entry

PROFESSIONAL EXPERIENCE

Accountant

Financial Operations & Bookkeeping

- Maintain daily accounting records, ledger accounts, and voucher entries with high accuracy.
- Handle bank reconciliations, vendor billing, customer invoicing, and follow-ups.
- Assist in preparing monthly trial balances, profit & loss statements, and balance sheets.
- Manage computerized databases and ensure efficient record-keeping using advanced computer applications.

EDUCATION & QUALIFICATIONS

Diploma in Computer Application (DCA)

Computer Applications & Office Automation

10+2 (Higher Secondary)

HP Board of School Education (HP BOSE)

PERSONAL PROFILE

Date of Birth:	19 November 1996
Nationality:	Indian
Languages Known:	Hindi, English