

# SOMASHREE MAITY

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## PROFILE SUMMARY

Dedicated accounting professional with 1-year experience in a chartered accountant firm. Proficient in GST filing, ITR, and Client account management. Eager to leverage skills and contribute to a dynamic accounting team.

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## KEY COMPETENCIES

Financial Reporting	Analytical Thinking	Time Management
Tax Knowledge (GST, ITR)	Problem-Solving	Proactive and self-motivated
Accounting Software( tally,sap)	Communication skills	

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## PROFESSIONAL EXPERIENCE

Jan 2023 - Nov 2023

### Accounts executive

my previous role as a accounts executive at jain s. kumar associates, I was responsible for maintaining accurate financial records and supporting the preparation of monthly financial statements. My keen attention to detail and strong analytical skills ensured that all transactions were recorded correctly,

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## SAP CERTIFICATION IN FICO MODULE

Jan2024-April 2024

### ERP Solutions , New Delhi

Enterprise Structure : Specialized in company code and business place management.

Adept in financial segmentation for organizational efficiency.

FI-General Ledger: Proficient in general ledger setup and enterprise structure configuration.

Skilled

Accounts Payable: Skilled in vendor group configuration and master data management. Efficient in invoice processing and payment program execution.

Accounts Receivable: Competent in customer group setup and master data creation. Capable of managing invoicing, payments, and receipt processes.

Assets Accounting: Knowledgeable in asset management, depreciation, and data setup. Versed in asset valuation and construction-in-progress assets

Bank Accounting: Experienced in house bank setup and bank reconciliation processes.

Proficient in payment transactions and posting rule definition.

Controlling: Proficient in controlling area maintenance and center integration.

Goods & Service Tax: Skilled in tax condition configuration and tax code maintenance.

Indirect Tax (TDS): Skilled in TDS setup and vendor invoice management.

Migration: Knowledgeable in data migration using tools like LSMW.

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## EDUCATION & CERTIFICATIONS

### Bachelor of commerce

Majors: accounting ,business studies

Delhi University

### Class 12th

Vinay Nagar Bengali Sr. sec

Grade class 12th :76%

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## EXTRACURRICULAR ACTIVITIES

### National school of drama

Folk dance performance certification

### Science debate

merit certificate in science debate