SNEHA BANERJEE

B.COM GRADUATE | ACCOUNTING AND BANK RECONCILIATION

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PROFESSIONAL SUMMARY

B.Com graduate who reconciled bank statements for 12 small-business clients during a three-month internship at a chartered accountancy firm. Skilled in Tally Prime, Excel and GST invoice checks. Seeking an accounts executive role.

EDUCATION

B.Com (Honours), Accounting and Finance, Lakeview College of Commerce, Kolkata May 2026
CGPA 8.62 / 10. Courses: Financial Accounting, Cost Accounting, Corporate Law, Income Tax, Business Statistics

INTERNSHIP EXPERIENCE

Accounts Intern, Mukherjee & Associates, Chartered Accountants, Kolkata Jan 2026 - Mar 2026

- Prepared monthly bank reconciliations for 12 small-business clients in Tally Prime and flagged 31 unmatched entries for the senior accountant.
- Checked 400 purchase invoices for GSTIN, tax rate and invoice number before the monthly GST filing worksheet was prepared.
- Entered vouchers in Tally and sorted supporting bills by month, so the senior accountant could find missing bills faster at audit time.
- Built an Excel tracker of pending client documents and sent a reminder list every Friday.

TECHNICAL SKILLS

Accounting: Tally Prime, voucher entry, journal and ledger posting, bank reconciliation, GST invoice checks (basic), TDS basics (coursework)

Excel: XLOOKUP, SUMIFS, PivotTables, charts

Languages: English, Hindi, Bengali

ACADEMIC PROJECTS

Financial Statement Analysis, Excel, course project for Corporate Accounting Aug 2025 - Oct 2025

- Compared three years of annual reports for two listed textile companies using the current ratio, the debt to equity ratio and net profit margin, in a team of three, and presented the findings to the class.

Cost Sheet for a Home Bakery, Excel, course project for Cost Accounting Nov 2024 - Dec 2024

- Prepared a cost sheet for six products from three months of purchase invoices, with material, labour and overhead per unit, and found one product that sold below cost.
- Recommended a price increase of Rs. 8 per unit for that product and explained the calculation to the owner.

LEADERSHIP AND ACTIVITIES

Treasurer, Commerce Society, Lakeview College of Commerce 2024 - 2025

- Kept the cash book for the annual fest, which had a budget of Rs. 1,80,000, and collected 140 registration fees with a daily reconciliation of receipts.

CERTIFICATIONS AND TRAINING

Tally Prime with GST, 60-hour course, Kolkata Accounting Institute 2025
Advanced Excel for Accounting, online course 2025