

SUKUMAR SANTRA



Address for Correspondence

Bajitpur, Ward No.12

Tarakeswar Municipality

P.O. + P.S. – Tarakeswar

Dt- Hooghly

W.B. – 712410

M-(+91) 9679348452

Email– ao_camp3@presiuniv.ac.in,
skmr.santra@gmail.com

CAREER OBJECTIVE:

Intend to build a career with a leading organization with committed and dedicated people, which will help me to explore myself fully and realize my potential willing to work as a key player in a challenging and creative environment to apply and enhance current skills and to acquire new skills from the organization.

EDUCATIONAL QUALIFICATION:

- **Master of Commerce (M.Com)**

PROFESSIONAL QUALIFICATION:

- **Master of Business Administration-MBA (Finance)**
- **MOOC- Goods and Service Tax (GST).**

TECHNICAL QUALIFICATION:

- ❑ Software Diploma in **Financial Accounting** from Brainware Computer Academy.
- ❑ **Accounting Packages:** Tally, Accord, Ex-NGN, Fact, Fast, Smart Accountant
- ❑ **Commercial Packages:** Payroll, Taxation, Depreciation, Ratio Analysis
- ❑ Have Good command over **MS-Office and Internet.**

Current Job:

Current Organization: Presidency University, –28th August 2025 to till date.

Designation: **Accounts Officer**

Previous Job:

Current Organization: Netaji Subhas Open University (NSOU), –7th November 2019 to till date.

Designation: **Jr. Superintendent (Audit)**

Core Responsibilities:

1. To follow the appropriate Internal Control System is in place and adherence to laid down Govt financial policies and procedures.
2. Monthly trial balance and Bank Reconciliation.
3. Budget management & reporting.
4. Support in Internal, Statutory and AG Audit and compliances.
5. Monthly MIS
6. Processing Payroll, TDS, GST and P. Tax to the extent applicable.
7. Processing imprest and staff advance and settlements.
8. Follow up for renewal and AMC of the assets.

Previous Job:

Previous Organization: Uttar BangaKrishiViswavidyalaya, –6th January 2016 to 6/11/2019.

Designation: **Assistant (Accounts/Admn.)**

Core Responsibilities:

1. Review and compilation of all the accounts of the KVK and Revolving Fund.
2. To follow the appropriate Internal Control System is in place and adherence to laid down Govt financial policies and procedures.
3. Monthly trial balance, Monthly projections of income and expenses and cash flows and Bank Reconciliation.
4. Properly maintain of different registers like Assets Register, Stock register, Dispatch register, Check in and out register.
5. Donor budget management & reporting.

6. Support in Internal, Statutory and AG Audit and compliances.
7. Processing Payroll, TDS, GST and P.Tax to the extent applicable.
8. Processing imprest and staff advance and settlements.
9. Follow up for renewal and AMC of the assets and other valuables.
10. Follow up of personal files, Service book and attendance.

Previous Job:

Previous Organization: Akuni Ichapasar Block Primary Health Centre, Chanditala 1 Block, BH&FWs, Govt of West Bengal, India –**18th March 2013 to 4th Jan 2016.**

Designation: **Block Accounts Manager (BAM)**

Core Responsibilities:

1. Review and compilation of all the accounts of the Block, 3 PHCs and 32 sub centres.
2. To supervise, monitor and provide support to the PHCs and sub centres view of financial matter.
3. Monthly trial balance, Monthly projections of income and expenses and cash flows and Bank Reconciliation.
4. Properly maintain of different registers like Assets Register, Stock register, Dispatch register, Check in and out register.
5. Maintaining Quotation, bid analysis and comparative statement for procurement.
6. Support in Internal, Statutory and Funding agency Audit.
7. Monthly MIS, Processing Payroll, TDS, and P.Tax to the extent applicable.
8. Follow up for renewal and AMC of the assets and other valuables.
9. Follow up of personal files and attendance.

Previous Job

Previous Organisation: “Child In Need Institute - Adolescent Resource Centre (CINI ARC) – 7th Oct -2011 to 15th March 2013.

Designation: Program Officer (Accounts & Admin)

Following projects was running at CINI ARC during the tenure of service:

- a) **PRAYASH** a five year project funded by the Interact World Wide (IWW) supported by European Commission (EC). **The 5 yrs budget was USD 13,50,000 (INR 7,02,00,000.00).** After completion of the project year 2011-12. EC appointed the world renowned audit agency **KPMG**. One month audit was conducted by the KPMG Kolkata Branch. During the period 80% vouchers were checked for the last 5 years.
- b) **Community Partnership** Project funded by the Interact World Wide (IWW) supported by **DFID**. The project value for last 5 years was **GBP 6,30,000 (INR 50,393,159.00).**
- c) School Health program supported by **MacArthur Foundation**. It was a two years project whose value was INR 6,30,000.00
- d) SABLA program supported by **Ford Foundation** and Govt of West Bengal for strengthening the women in the school.
- e) **Anemia Prevention** program in two districts of West Bengal viz Birbhum and Murshidabad supported by the Ministry of Health and Family Welfare, W.B.

Core Responsibilities:

1. Review and compilation of all the accounts of the division.
2. To supervise, monitor and provide support to the partner organization or units in view of financial matters.
3. To follow the appropriate Internal Control System is in place and adherence to laid down financial policies and procedures.
4. FCRA account and reports management.
5. Monthly trial balance, Monthly projections of income and expenses and cash flows and Bank Reconciliation.
6. Properly maintain different registers like Assets Register, Stock register, Dispatch register, Check in and out register.
7. Maintaining Quotation, bid analysis and comparative statement for procurement.
8. Donor budget management & reporting.
9. Support in Internal, Statutory and Funding agency Audit.
10. Monthly MIS
11. Processing Payroll, TDS, and P.Tax to the extent applicable.
12. Processing imprest and staff advance and settlements.
13. Follow up for renewal and AMC of the assets and other valuables.

14. Follow up of personal files and attendance.

Meeting / Training / Seminar attended:

1. Successfully completed the course on “**Print Documentation**” conducted by Notre Dame Communication Centre at **Patna**, Bihar in 2005.
2. Completed the Training Course on “**Planning for Micro Project for NGOs**” at **National Institute of Rural Development(NIRD)**A.P in 2009.
3. HRD Training at UBKV and NSOU.
4. Participated in Bihar Animal Science University (BASU), for handholding support for Public Financial Management System (PFMS)

Membership:

1. Life Member in **Indian Accounting Association**.

Summary:

Personal Details:

Date of Birth: **04.01.1979**

Sex: **Male**

Language Known: **Bengali, English and Hindi**

Marital Status: **Married**

Nationality: **Indian**


DL No. **WB 16A.016649**

PAN No. **BGWPS0296M**

Experience - 14 + **Yrs.**

Place: **Tarakeswar, Hooghly**

Date: **01/09/2025**


(SUKUMAR SANTRA)