



Sayani Sett

Accounting Executive - Branding & Advertising

My Contact

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☎ 9830238090

📍 Jagacha, Howrah, WB

Software Skills

- SAP/Realbook Software
- MicroSoft Office
- Tally
- Data Analysis

Interpersonal Skills

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- IGNOU
Masters in Accounting
Completed in 2023
- University of Calcutta
Bachelor in Commerce
Completed in 2017
- Institute of Computer Accountant
Certified Industrial Accountant
Completed in 2019

About Me

Dedicated & optimistic by nature with excellent problem solving abilities. Ready to pursue new professional challenges and career advancement with growing company.

Professional Experience

Captain Steel India Ltd | Account Executive (Branding & Advertising Dept.)
2021 - Present

Key responsibilities:

- Generating purchase order in SAP.
- Goods receipt note entry of invoices in SAP.
- Internal audit of monitoring photographs to detect forgery in monitoring photographs.
- Vendors management
- Bill Checking (Hardcopy of GST Invoice & Supporting) Thorough checking of bills & supporting with our P.O.
- Preparing budgets for different advertising media.
- Helping HOD to taking decision based on various internal reports.

Captain Steel India Ltd | Back Office Executive
2019 - 2020

Key responsibilities:

- Maintain daily payment collection sheet
- Preparing daily ageing reports for HOD
- Providing party ledgers & incentive ledgers to the customers.
- Preparing various scheme reports based on sales & payment of the customer.

Languages

- English - Moderate
- Hindi - Moderate
- Bengali - Efficient

Interests

- Travelling
- Book reading
- Dancing