***Career objective***

To make optimum utilization of my acquired skills and knowledge for the fulfillment of organization goals and objectives by working in the reputed organization.

## *Professional Qualification*

**Chartered Accountant - The Institute of Chartered Accountants of India**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Final Examination | Appeared 2004 |  |
|  | Intermediate Examination | November 2002 | 55% |
|  | Foundation Examination | May 2001 | 56% |

### Academic Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | B.Com | Calcutta University | 2003 | 62% |
|  | Higher Secondary | I.C.S.E. Board | 2000 | 83% |
|  | Secondary | I.S.C. | 1998 | 73% |

***Work Experience***

* **KPMG,** a global network of professional firms providing Audit, Advisory and Tax services.

**Working position**: Working as an **Senior** from August 2013 – May 2016

Have been handling for book Keeping and Outsourcing division, with pro-active approach, perseverance, client centric attitude and maintaining cordial relations with clients standing at the core of the practice, the following is the handled profile:

* Managing Accounts Department & Payroll Processing.
* Coordinating with auditors for internal & statutory audit and ensuring timely completion of audit.
* Statutory Compliance in respect of taxation and payroll related compliances.
* Understanding the existing process of the company and accordingly redesigning the entire process.
* Implementation of best practice.
* Transitioning the process to and from the other location, in smooth and timely manner.
* Experience in handling accounting domain is vast and is capable of managing work in a culturally diversified Companies
* **BDO Consulting Pvt. Ltd, an independent accounting company, located in Mumbai.**

**Working position**: Worked as an **Assistant manager** from July 2011 to July 2013

Have been handling for book Keeping and Outsourcing division, with pro-active approach, perseverance, client centric attitude and maintaining cordial relations with clients standing at the core of the practice, the following is the handled profile:

* Managing Accounts Department & Payroll Processing.
* Coordinating with auditors for internal & statutory audit and ensuring timely completion of audit.
* Statutory Compliance in respect of taxation and payroll related compliances.
* Understanding the existing process of the company and accordingly redesigning the entire process.
* Implementation of best practice.
* Transitioning the process to and from the other location, in smooth and timely manner.
* Experience in handling accounting domain is vast and is capable of managing work in a culturally diversified Companies
* **Prime Focus Ltd, a media and entertainment company, located in Mumbai**

**Working position**: Worked as an **Assistant manager** from 01.06.2010 – 31.05.2011

**Jobs undertaken:**

* Working as an assistant manager, preparing and finalizing of financial statements with due compliance of accounting standards.
* Assisting in the taxation matters e.g. FBT, VAT, Excise, especially income tax.
* Day-to-day reporting.
* Preparing specific management reports
* Branch accounting
* **Sanjay Steel & Co Pvt. Ltd, a metal trading company, located in Mumbai**

**Working position**: Worked as an **Senior Accountant** from 1.05.2008 to 31.05.2010

**Jobs undertaken:**

* Worked as team member for preparation and finalization of financial statements with due compliance of accounting standards.
* Assisting in the taxation matters e.g. FBT, VAT, Excise, especially income tax.
* Day-to-day reporting.
* Preparing specific management reports
* Branch accounting
* Import/Export accounting
* **SMB Corporation of India, a pharmaceutical company, located in Mumbai**

**Working position**: Worked as a **Senior Accounts executive** from 01.10.2006 to 30.04.2007

**Jobs undertaken:**

* Worked as team member for preparation and finalization of financial statements with due compliances of accounting standards.
* Assisting in the taxation matters, specially, income tax.
* Allocation for funds.
* Day-to-day reporting.
* Preparing specific management reports
* Preparing weekly budget control reports.
* **Brickmann Tradex Pvt. Ltd. a manufacturing company, located in Kolkata.**

**Working position**: Worked as an **executive in Accounts’ department** from 10.01.2006 to 31.10.2006.

* **Brickmann Builders Pvt. Ltd. a real estate & construction company, located in Kolkata.**

**Working position**: Worked as an executive in Accounts’ department from 01.08.2006 to 31.10.2006.

**Jobs undertaken:**

* Worked as team member for preparation and finalization of financial statements with due compliances of accounting standards.
* Assisting in the taxation matters, specially, income tax.
* Allocation for funds.
* Day-to-day reporting.
* Preparing specific management reports.
* Preparing weekly budget control reports.

***Articleship training and experience***

Bavishi & Bavishi Associates, Chartered Accountants, a firm of practicing Chartered Accountants located in Kolkata.

**Working Position**: Worked as an **articled clerk** from April 2000 to July 2003.

**Statutory Audits / Tax Audits:**

Gained valuable experience (as key member of the team) on Statutory Audits, Tax Audits and various other special assignments.

* Imperial fragrances Pvt. Ltd. – Company engaged in the business of manufacturing perfumery items.
* M.K.Tea – Tea Garden
* Various others private limited companies, partnership firms and proprietorship concerns.

**Other assignments:**

* Preparation of Return of income of private limited companies, partnership firms, proprietorship concerns, etc.
* Finalization of accounts, drafting of reports, discussions with management, planning the audit schedule etc. under guidance of the principal trainer of the firm.
* Various others private limited companies, firms and proprietorship concerns.

***Computer literacy:***

|  |  |  |
| --- | --- | --- |
| Operating Systems | : | Windows/DOS |
| Office Automation | : | MS Office |
| Accounting Packages | : | Operating knowledge of Tally, Analyst. |
| Others | : | Internet, e-mail etc. |