**ANANT**

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|  | **E-mail :** **anant.381599@2freemail.com** |  |  |
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|  |  | **Experienced auditor & costing professional.** |  |
|  | **CAREER** |  |
|  | **OBJECTIVE** | **Tons of experience in providing information to the management doing various** |  |
|  |  |  |  | **analysis from limited available data.** |  |
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**CAREER**

**ACHIEVEMENTS**

**I’m recognized in my current organisation for simplifying complex processes using MS Office, thus, helping to perform day to day activities faster & in an efficient manner.**

**I specialize in varied fields of Internal, Management & Statutory Auditing, as well as Managing the Costing dept. in last current organisation.**

**I expertise in Management Reporting via presentations in form of Excel, Word & PowerPoint reports.**

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| **PROFESSIONAL** |  | **PURSUED CHARTERED ACCOUNTANCY from ICAI, India.** |  |
|  |  |  |  |  |  |  |  |  |
|  | **Completed CA Inter in 2012.** |  |
| **QUALIFICATION** |  |  |
|  |  | **COMPLETED COMPANY SECRETARY in 2013 from ICSI, India.** |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  | **B.Com (H) in 2012 from Calcutta University.** |  |
| **EDUCATIONAL** |  |  |
|  | **Class XII** |  | **in 2008 from CBSE (Birla high School, Kolkata).** |  |
| **QUALIFICATION** |  |  |
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**Class X** **in 2006 from CBSE (Birla high School, Kolkata).**

**WORKING EXPERIENCE**

**ASSISTANT MANAGER, COSTING with – INTEGRATED PLASTICS PACKAGING, DUBAI**

**Brief Overview-**

**I had joined this organisation as an Executive officer in Oct '14 & was promoted to Asst. Manager in Jan '16 for my unparalleled performance. I resigned from this assignment in Jan ’18 for further professional growth.**

**Brief Synopsis of work performed-**

1. **Responsible for Process-wise costing for about 300+ customized jobs of multiple customers every month.**
2. **Provide pre-costing of jobs of Orders to the Sales department for analysing its profitability prior to the procurement of the job.**
3. **Conduct Ad Hoc research by gaining understanding of each process in order to perform Analytical Studies with regards to Cost Control Analysis & its Impact upon Profitability.**
4. **Review month end closing for reporting & studying cost & other relevant trends.**
5. **Monthly analysis of time utilization of over 15 high speed Packaging Industry specific machinery.**

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1. **Overall Equipment Effectiveness (OEE) analysis of machines.**
2. **Absorption of Direct factory costs in each job, so as to accurately arrive at the costs of the product.**
3. **Preparation of monthly presentations, & Quick glance summary reports to assist the Top management in effective Decision Making.**
4. **Managing a team of 3 semi-qualified executives.**

**SENIOR AUDIT ASSISTANT at –**

**M/S DHANDHANIA & ASSOCIATES, CHARTERED ACCOUNTANTS,**

**KOLKATA**

**Brief Overview-**

**I started my articleship for CA from Aug ’08 and completed in Mar ’12 as a**

**Senior Audit Assistant for the firm.**

**Brief Synopsis of work performed-**

**Statutory Audits of various Companies. Nature of work performed-**

* + 1. **Preparation of Financial Statements (BS, PL & Notes to Accounts).**
		2. **Ledger scrutiny, Vouching, stock valuation, reconciliation etc.**
		3. **Interest calculation of Advances of Investment Cos.**

**Management Audit. Nature of work performed-**

* + 1. **Working Capital Analysis for its shortage.**
		2. **RM, FG, WIP & Scrap analysis for wastage and their QC.**
		3. **Cost sheet review for under recovery of expenses.**
		4. **Review of Job Workers’ efficiency & logistics.**

**Internal Audit of various Companies & Tea Gardens. Nature of work performed-**

* + 1. **Cost Analysis, Actual vs Budgeted comparison & review.**
		2. **Creditors’ reconciliation, accounts scrutiny & review.**
		3. **KPI analysis, Bank Reconciliation, Statutory compliances.**
		4. **Stores review from ordering & procurement to receipt & use.**
		5. **Insurance policies review & claim settlement.**
		6. **Factory machinery productivity & efficiency analysis etc. Concurrent Audit of various Companies.**

**Stock Audits.**

**Bank Audit of branches of SBI.**

**Physical verification of Stores, Fixed Assets, securities etc.**

**Preparation of Fixed Assets Register.**

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|  | **COMPUTER** |  | **Well proficient in MS Office (especially MS EXCEL, MS WORD & MS** |  |
|  | **PROFICIENCY** |  | **POWERPOINT), Internet & Windows.** |  |
|  |  |  |  |  | **Accustomed to working in a Computerized LAN enabled Environment.** |  |
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|  | **INTERESTS** | **Gaining knowledge of things happening around;** |  |
|  |  |  |  | **Watching graphically & visually astounding movies.** |  |
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|  |  |  |  |  | **Date of Birth:** | **21st September, 1990.** |  |
|  | **PERSONAL DETAILS** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Languages known:** | **English, Hindi, Bengali & Marwari.** |  |
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