

SUMAN BISWAS

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OBJECTIVES:

To secure a challenging position in Finance and Accounts section of a reputable organization where I can apply my learnings, knowledge and skills for solving the critical problems in relevant field.

EDUCATIONAL QUALIFICATION:

Graduation	B. Com Accounts (Hons.)	2010	South City Day College	56.63%
Higher Secondary	WBCHSE	2007	National High School	67%
Madhyamik	WBBSE	2005	National High School	64.4%

PROFESSIONAL EXPERIENCE:

ICAI (Institute of Cost Accountant of India)

Qualified CMA (Cost & Management Accountant) - 2016 December (Term)

KEY SKILLS:

- Verification of TDS rate, sections, exemptions etc.
- Facing Audit queries for TDS related issue & preparation of Clause 34.
- TDS on GST deduction, payment & filling monthly return.
- Filling GSTR Returns i.e. GSTR 1 & GSTR 3B.
- Filling GSTR 7 i.e. TDS on GST & E way Bill.
- Income Tax Calculation for Salary.
- Finalization of Accounts.
- Preparation of Bank Reconciliation Statement.

WORK EXPERIENCE:

NAME OF THE COMPANY	POSITION/ DESIGNATION	PERIOD OF JOB
Tata Steel Business Delivery Centre Limited	Consultant	18.04.2022 – 30.06.2023
Tea Board India	Cost & Management Accountant	01.01.2020 – 13.04.2022
R. Khuranna & Co. (Chartered Accountants Firm)	Audit Analyst	01.02.2019 – 31.12.2019
Electronic Corporation of India Ltd.	Cost Consultant	17.03.2017 – 03.12.2018

PERSONAL INFORMATION:

DATE OF BIRTH : 29.03.1989
RELIGION : Hinduism
NATIONALITY : Indian

LIKES & ACTIVITIES:

- ❖ Listening Music
- ❖ Body Building
- ❖ Exploring Authentic Cuisine

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