

CURRICULUM VITAE



SUDIPTA AICH

Vill+P.O - Subhasgram

Pragati pally

Dist. - South 24 Parganas

Kolkata -700147 (W.B)

Mobile No: - **7596948964**

E-mail:- *sudipta.aich1989@gmail.com*

KEY SKILL :-

Having above 13 years of experience in manual and computerized (in Tally Gold Prime latest version , Erp9 and 7.2) accounts preparation & taxation works.

EDUCATIONAL QUALIFICATION :-

- Passed Graduation from **Heramba Chandra College (South City Day)** Under **Calcutta University in 2009** with “Accountancy Honours” & Obtained **53% Marks**.
- Passed **Higher Secondary Examination** from **W.B.H.S.E** in **2006** with **1st Division & Obtained 70% Marks**.
- Passed **Madhyamik Examination** from **West Bengal Board of Secondary Education** in **2004** with **1st Division & Obtained 67% Marks**.

WORKING EXPERIENCE :-

At Present Working in “B M Chatrath & Co. LLP ” (C.A & Audit Firm) as an “ACCOUNTANT” from 22.12.2022 to Till now

Job Profile :-

- **Accounts Maintain in Tally Gold Prime 3.0.1 (Latest Version).**
- **GSTR 1 Calculation & Filling through GST Portal.**
- **GSTR 2 Verify, Checking & Download.**
- **GSTR 3 Calculation & Filling through GST Portal.**
- **E-Invoice Generate through Tally Gold Prime.**
- **T.D.S Calculation, T.D.S Form, Challan and Annexure Preparation through T.D.S R.P.U.**
- **T.D.S Return Submission & Form 27A Printout and Final Return File & Challan File Saved.**
- **ITR 1 & ITR 4 Return Submission.**
- **26AS Checking, Verify and Download from Income Tax Site.**

Worked in “N R Pharmaceuticals Private Limited” as a “SENIOR ACCOUNTANT” from 02.11.2018 to 22.10.2022

Job Profile :-

- **Accounts Maintain in Tally Gold Prime 2.1**
- **Data Import in Tally Gold Prime through TDLs & AddOns.**
- **T.D.S Calculation and T.D.S Return Submission.**

- **GSTR 1 , 3B Calculation & Upload in GST Portal through Online Entry & Offline Tools.**
- **E-WAY Bill Generate from GST Portal through JSON File.**
- **BRS preparation in Tally Prime & Overhead Expenses Vouchers Creation.**
- **Staff Attendance Sheet Checking & P.F , E.S.I , P.Tax Calculation.**
- **Salary Payment Sheet Ready & Payment Disburse to Salary A/C of Staff through Bank.**
- **Staff Joining Procedure Complete & Others H.R Related Works.**
- **Others Official & Commercial Works in MS Word, MS Excel and Internet.**

Worked in “Debasish & Co. (C.A Firm)” as an “ACCOUNTS STAFF” from 22.05.2013 to 31.10.2018 (Then appointed in their Client office NR Pharma.).

Job Profile :-

- **Accounts Maintain in Tally ERP 9 & Tally Gold Prime.**
- **T.D.S Calculation & Challan Payment.**
- **T.D.S Return Submission & Form 27A Printout and Final Return File & Challan File Saved.**
- **GSTR 1 Calculation & Upload in GST Portal, GSTR 2 Verify, GSTR 3B Calculation.**
- **26AS Checking, Verify and Download from Income Tax Site.**
- **Work as a Man Power in “Client Office” to develop their Accounts & Taxations work.**

Worked in “M/S. Arati Constructions” as a “Accountant” from 16.08.2010 to 13.05.2013

Job profile :-

- **Accounts Maintain in Tally 9**
- **Handling all Vouchers as Payment voucher, Purchase voucher, and Receipts voucher.**
- **Also all vouchers entry in Manual Cash Book, Site Cost register, Purchase register etc.**
- **BRS preparation, TDS Challan deposit into Bank, Cheque ready and payment to party.**

EXTRA CURRICULUM :-

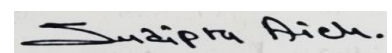
- **Completed Certificate in Computer Office Management (CCOM) from Ramakrishna Mission Ashrama Commercial Institute (Narendrapur) with 71% Marks.**
- **Also Completed Tally 7.2 , ERP-9 & Tally Prime Version.**

PERSONAL INFORMATION :-

Father's Name	: - Mr. Swapan Aich
Date of birth	: - 16 th April 1989
Language Known	: - Bengali, English & Hindi
Sex	: - Male
Caste	: - General
Marital Status	: - Married
Religion	: - Hindu

Date:

Place:



(Signature)