**CURRICULUM VITAE**

**KAUSHIK CHATTERJEE.**

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**CAREER OBJECTIVE**

A result-oriented professional with an experience of 16 years in managing overall accounting operations and audit for the organization.A proactive leader, team member and planner, skilled in Accounts, Finance, Budgeting, Accounts Finalization ,Financial Planning, Accounts Payable & Receivable, Variance Analysis ,Financial Reporting ,MIS, Financial Analysis, Bank Reconciliation ,GST, Sales Tax ( VAT) ,TALLY , ERP & Oracle. Proficient in adhering to accounting controls by following policies and procedures in compliance with legal and regulatory.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Exam** | **Board/ University** | **School / College** | **Year of Passing** | Division / Grade |
| 10th | WBBSE | J.B.H.S School | 1994 | 2nd |
| 10+2 | WBCHSE | G.C.H.S. School | 1996 | 2nd |
| B.com (P) | Calcutta University | Netaji Nagar College | 1998 | PQ |
| M.com | I.G.N.O.U | I.G.N.O.U | Perusing | Persuing |

**TECHNICAL QUALIFICATIONS**

* Advance Diploma in Computer E. Commerce Application form Youth Computer Training Centre, Kolkata
* Tally( 9.0 ERP) from Tally Accademy, Kolkata
* Expertise knowledge in Ms.Office products & different types of ERP ( Windows DBMS, Tally, Oracle, Fact etc.)

**WORK EXPERIENCES**

* As an Accouns Assistant at Dealer Point of Godrej & Boyce Mfg. Ltd. From December'05 To March'09.
* As an Accounts Executive in Master Franchise of SNG Fashion Pvt. Ltd from March'09 to December '10
* As an Accounts Assistant at Ricoh India Ltd ( F: Team Lease Services Ltd) from December'10 to February'18.
* As an Accounts Supervisor, Payable at Radisson Hotel, Ballygunge from March'18 to August'19
* As an Accountant( Freelancer , Project basis) at Audit Firm from October'20 to Present.

**MAJOR RESPONSIBILITIES**

* Handling day to day Accounts in ERP
* Cash Book & petty Cash Book.
* Daily Bank Activities for Demand Draft, NEFT, RTGS, BG etc.
* Quarterly Statement of Stock Register with physical verification.
* Way bills maters for Central purchase
* Check, verify and prepare all suppliers invoices and process for payments.
* Reconciliation & prepare day to day Collection Report, Collection Vs Deposits reports.
* Handling inter departmental Audit , stock Audit, process Audit etc. of the organisations.
* Assistance in Billing and Revenue Assurance and follow up over emails and phone to defaulters.
* Preparing MIS reporting on Revenue VS Budgeted Revenue & variance analyses.
* Reconciliation of assets, along with Capex activities and assets reconciliation.
* Cash Forecasting, Plan Vs Actual every month. Cash Flow month wise budget analyze on timely basis.
* Preparation of Tax Liability for GSTIR-1 & 2, and Income Tax return related matters.
* Preparation Branch Expense Provision for every month. Including Employees Entitlement Provision.
* Preparation Regional Annual Trading, Profit & Loss Account and Trial Balance.
* Preparation Regional Drafted Balance Sheet & Finance Review Reports.
* Oversee and supervise the Accounts Payable and Receivable of the Company and its department
* Monthly Expenses Budget Preparation and veriance analysis with Budget and actual.
* Vat & Service Tax Computation and online Challan generation.
* TDS Computation, deduction and reconciliation with 26AS and issues of TDS Certificates to deductee.
* Reconciliation of GSTR 2A / 2B with book.
* Filling of GST return 3B for every month.
* Assit in PF / ESIC monthly calculation, challan generation and payment.
* Coordination with Company Auditorsfor verification of Accounts and assist Auditors for Balance Sheet preparation and expenses set off entires in Balance Sheet as per guidelines provide by the Auditors.
* Conducting financial analysis of the company’s financial statements, evaluating the results of the analysis, and submitting them to the management.
* Perform month-end accounting activi ties such as historical and current reconciliations and journal entries.

**PERSONAL DETAILS**

Father’s Name : Late. Ramnarayan Chatterjee

Date of Birth : 17/06/1977

Sex : Male

Marital Status : Unmarried

Religion : Hindu

Nationally : Indian

Language Known : English, Bangla, Hindi

Hobbies : Listening Music, Reading Books,

Past Salary : ₹.23,000/- (Net), ₹. 27,500/- (Gross)

Current Remuneration : ₹.24,000/- ( Average)

**DECLARATION**

* I hereby declare that the above written particular are true to the best of my knowledge and believe.

(Kaushik Chatterjee)