

# CURRICULAM VITAE

## Roshan Singh

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**CARRER ASPIRATIONS :** To extend my experience to real life of environment business and to keep adding value to the organization which I represent and serve while advancing on the learning curve.

### EDUCATIONAL QUALIFICATIONS

Degree	Name of Institution/School	Year Passing of	Percentage
CS Executive	ICSI	Pursuing	-
B.Com (Hons.)	Calcutta University (W.B.)	2018	50%
XII , WBCHSE	Howrah High School	2014	61%
X , WBBSE	S.J.A. Vidyalaya, Kolkata	2012	49%

### EXPOSURE : Total Experiance 6+ Years in Accounts, Taxation And Audit

- Rashmi Sharma & Co. (Chartered Accountant), Kolkata, From Dec 2018 to **Present**.

**Assisted in Conducting Statutory Audit of Various Company:** Conducted Audit to ensure that books of accounts are prepared as per applicable law and as well as applicable accounting standard and books of account has shown the true and fair information. Also, ensured that the Financial Statements were prepared in accordance with Schedule III Requirement. The Companies are:

- Prime Construction (P) Ltd, Anamika Kala Sangam Trust (**Emami Group of Companies & Trust**).
- Bright Infusion Private Limited (Tea Trading & Commission)
- Polyline Extrusion Private Limited (Manufacturing of Plastics PVS Doors)
- Dhananjay Builders Private Limited
- Tirumala Securities Private Limited
- Tirumala Stock Broking Private Limited

**AccountantExecutive : Fluid Truckage (P) Ltd., KOLKATA (From March 2021 to January 2023 (Part Time)**

**Accounts and Taxation:** Worked as accountant of co. recording regular entries of transactions. Taking care of timely compliance for TDS, ROC etc. Prepared the monthly salary and ensure the compliance of the statutory deduction EPF, ESIC, P. Tax TDS, and reconciling the revenue of the company, reconciling the Receivable/Payable accounts of the company.

### ROC COMPLIANCES

- Worked as Secretarial Auditor assistant in **M/s. Associated Road Carriers Limited** for filing of various ROC e-Form and taking care of Roc compliances.
- Assisted in Completion of **Buyback of Associated Road Carriers Limited (Worth Rs. 125 Crore)** and Saswat Developers Private Limited (**Worth Rs. 3.30 Crore**) in the year 2024.
  - Preparation of Minutes of Board/Committee of Directors and Shareholders' Meetings.
  - Incorporation of Company/ LLP.
  - Change of Object Clause, Change of Name, Change of Directorship and Registered Office etc.
  - Well conversant with MCA portal - e- filling of forms.
  - Annual Filling (AOC-4, AOC-4(CFS), MGT-7, ADT-1, LLP Form-11, LLP Form-8, DPT-3 etc.)
  - Other Compliances of ROC. (INC-22, CHG-1, BEN-2, DIR-12, LLP Form- 15, LLP Form- 3&4, MGT- 14, DIR-3KYC, MSME Form etc.)
  - Drafting of Resolution
  - Drafting of LLP Deed, AOP Deed, Rent Agreement.

## OTHER WORKS PERFORMED

- ✓ **Computation** of Income Tax, Statutory Deduction, TDS, **GST** Liability, **GST ITC** and etc.
- ✓ **E-filing** of Income Tax Returns, Tax Audit returns of **Companies, Firms**, Individuals, Trust.
- ✓ Conducted **Finalization of Books of Accounts**, Prepared **Financial Statements** of Companies, Auditor Report, Director Report & etc.
- ✓ Filed **GST Return** (GSTR-3B, GSTR-1, GSTR-9), **TDS Return**.
- ✓ Conducted Various work related to **RoC form filling** like, Annual Return (MGT-7), Financial Statement (AOC-4), (AOC-4 CFS) DIR-11, DIR-12, DIR-3, DIR-3 KYC, (INC-22) etc.

## COMPUTER LITERACY

- ✓ Acquainted with Accounting Packages viz **Tally ERP-9, ACE10, Zoho Books**.
- ✓ Proficiency in working with **various formulas and tools** of **MS Excel , MS Word**.

## STRENGTHS

- ✓ Honest, Hardworking independent person.
- ✓ Quest of learning
- ✓ Ability to meet strict deadlines and to cope workload
- ✓ Maintaining the disciplinary working environment at work place

## PERSONAL DETAILS

Father's Name:	Rajan Kumar Singh
Date of Birth:	2 <sup>nd</sup> February 1996
Address:	Shivam Apartment, Sastitala, Ghoshpara, Bally Howrah – 711227.
Linguistic Proficiency:	English, Hindi,Bengali
Interests & Hobbies:	Travelling, Listening Music & Reading books.

**Roshan Singh**