

Lake View Housing Complex,
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CAREER OBJECTIVES

To make a mark in an esteemed organization and explore the depth of knowledge in a continuous up gradation process. Pursing Career which is built on quality education & specialized skills and managing time effectively seeking challenging assignments in a growth-oriented organization of repute.

PROFESSIONAL QUALIFICATIONS

- ❖ Passed Final Examination of Cost Accounting in the year June 1998 from Institute of Cost and Works Accountants of India (ICWA).
- ❖ Completed Practical Accounting System (PAS) on Business Accounting, Sales Tax, Income Tax Practice & Procedure from ACE Business Academy, a training partner of EIRC of the Institution of Cost and Works Accountants of India.

IT CREDENTIALS

- ❖ Completed computer training i.e. Window 98, MS-Word, MS-Excel, Internet under the course of Diploma in Software Operation & TALLY 5.4 Package from under the course of Financial Accounting from RICE. Job Knowledge of Oracle ERP package.

ACADEMIC QUALIFICATION

- ❖ Passed B. Com (Hons.) in Accountancy from Seth Anandram Jaipuria College under Calcutta University in the year 1991.

CURRENT ORGANISATION

Presently working in in S Majumder & Co. Joined on 18.10.2021.Job Profile-Back office job,Receivable management ,Release of payment to foreign associates. Replies of foreign associate's quarries and vendors reconciliation and foreign associate payment.

PAST WORKING EXPERIENCE:

Worked in Real Cool authorized dealer of Blue Star Ltd. from 1st September 2020 to 30th June 2021 as consultant. KRA are maintaining of accounts, chasing for AMC. Budget for new job as well estimation of final cost of completed project. Keeping of statutory record like TDS, PF, ESI, P. Tax and reconciliation of GST. Providing data for finalization of accounts. Online assignment of job to Technicians to get maximum output. Registration of new vendor as maintained by Blue Star

Ltd. Final reconciliation of payments with clients and vendors. Cash flow statement. Bank reconciliation statement. Updated of day-to-day accounts and looking after office administration.

PAST WORKING EXPERIENCE:			
Organization	Designation	Duration	Job Profile
Gillanders Arbuthnot & Co. Limited: MICCO DIVN.	Dy Manager (Accounts)	September 2006 to July 2020	<ul style="list-style-type: none"> • All financial activities like preparation of yearly and quarterly budget, projected & actual cash flow, monthly & quarterly profit & loss account, Bank Reconciliation Statement, analysis of general ledger Payroll preparation, administrative record of staff members. • Have knowledge of product pricing (like prime cost, cost of sales. Allocation of overhead. Job costing. Co-ordinate with management to prepare annual budget and implementation of internal control. Review of fixed assets and depreciation schedule. Perform variance analysis report for inventory, Manufacturing cost and Standard cost. Coordinate with functional team in reporting and highlighting any major variance arising for material, labour or other expenses. • Raising of RA bills and Escalation bills for mechanical supply as per RBI index, erection and electrical escalation as per IEEMA index, and extra claim bill to client & finalization of RA bills of vendors, checking & passing of all types of contractor bills and reconciliation of accounts with suppliers. • Monthly MIS statements & providing data for Internal and Statutory audit, Tax Audit Stock audit and DGFT audit. • Maintenance of labour record & finalize retrenchment benefit as per rules of labour commissioner office guide lines. • Reconciliation of stocks. • Timely Insurance of Projects, Money, Stock, Fire, Burglary, Workmen insurance, Transit, Public Liability Policy and other insurance. Statement of Prepaid Expenses and Outstanding

			<p>expenses. Processing of claims from with insurance company. NOC from bank and RTO job and regularized the same.</p> <ul style="list-style-type: none"> • Issuance of Bank Guarantees as per contractual clause. • Reconciliation with clients and vendor. • In hand work experience with SAIL, BHEL, WBPDC, Tata Steel Ltd, Jindal Steel, Aditya Aluminium and Bhushan Ltd.
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PAST WORKING EXPERIENCE:			
Organization	Designation	Duration	Job Profile
Nath Financial	Accountant	June, 2004	<ul style="list-style-type: none"> • Accounting & preparation of Profit & Loss account and Balance Sheet.

Services		to March, 2006	<ul style="list-style-type: none"> • Back office job, Software operation • Opening of Trading & D-Mat Account. • Arrangement of Pay-in Pay-out. • Dealing with Clients & Anagram Stok Broking Ltd. • Payroll preparation & office administration.
Sinha Chowdhuri & Associates	Auditor	June, 2000 to March 2004	<ul style="list-style-type: none"> • System Audit in Dankuni Coal Complex a subsidiary of Coal India Ltd. • Capacity building audit in all Burrough of Kolkata Municipal Corporation especially expenses incurred on capital expenditure. • Financial Audit in West Bengal Concrete Industries. • Maintenance of accounts of different companies.
NADH & Associates	Auditor	July, 1998 to March 2000	<ul style="list-style-type: none"> • Internal Audit in South Eastern Coalfields Ltd. and Eastern Coalfields Ltd. • Finalization of Accounts of Various private sector organizations. • Audit in Custom Clearing Agent at Custom House.

PERSONAL DETAILS

Father's Name : Sri Nirmalendu Hui
 Date of Birth : 31st December 1969
 Nationality : Indian
 Mother Tongue : Bengali
 Marital Status : Married
 Language Known : English, Hindi and Bengali
 Personal Traits : Confident, Composed, Creative & Hard Working
 Salary Expected : Negotiable
 Notice Period : Two Month

DECLARATION

I do hereby declare that all statements given by me are true, complete and correct to the best of my knowledge and belief.

Place: Dumurjala, Howrah

Signature _____
[Subir Hui]