

CURRICULUM VITAE

CONTACT DETAILS:

Name: Samik Adhikari

S/o : Sri. Subrata Adhikari

I- 1, Purbasha, Post Office - Natagarh (Sodepur)

P.S- Ghola, District- North 24 Parganas,

Kolkata-700 113

Local Contact No: 8961377161

E-mail: samik.adhikari@yahoo.com

CARRER OBJECTIVE:

To remain part of a professionally managed organization where my acquired knowledge & experience is best utilized and at the same time, opportunity for growth & expansion of my knowledge best along with the growth of the organization.

ACADEMIC QUALIFICATIONS:

- Passed B.COM form Calcutta University in 2005.
- Passed **Higher Secondary** exam under **W.B.C.H.S.E.** in 2002
- Passed **Madhyamik** exam under **W.B.B.S.E.** in 2000.

SOFTWARE KNOWLEDGE:

- **TALLY 9.1 - Tally Certified Professional** from Tally Academy.
- **TALLY 7.2, MS -Excel, Word, Internet** from Youth Computer Training Institute.
- **Oracle (E.R.P.)**

WORKING EXPERIENCE:

ORGANIZATION: Ado Additives Mfg Pvt Ltd (H.O.) from 5th March 2021 to till date.

Job Responsibility

1. Raw material purchase bill booking.
2. Debit Note preparation against short material & rate difference.
3. Preparing and efilng of GSTR-3B & GSTR-1 return.
4. GST book balance reconciliation with GST portal cash & credit ledger
5. Preparing of monthly provisional Financial Statement (Profit & Loss accounts).
6. Assist for preparation of Balance Sheet.
7. Preparing quarterly TDS (24Q & 26Q) return.
8. Expenses auditing & reporting to immediate senior.

ORGANIZATION: ARCL Organics Ltd (formally known as “Allied Resin & Chemical Limited) from 14th January 2019 to 03.03.21.

Job Responsibility

1. Raw material purchase bill booking.
2. Debit Note preparation against short material & rate difference.
3. Maintain of Fixed Assets schedule as per Company Act & Income Tax Act.
4. Preparing and efilng of GSTR-3B & GSTR-1 return.

5. GST book balance reconciliation with GST portal cash & credit ledger.
6. Preparing quarterly TDS return.
7. Preparing of monthly provisional Profit & Loss accounts.
8. Assist for preparation of Balance Sheet.

ORGANIZATION: Chandra's Chemical Enterprises Pvt. Ltd (H.O.) of **P.C.Chandra group** (formally known as "DENDRITE ADHESIVE") from 8th September 2014 to 12th January 2019.

FUNCTIONAL AREA: **Assistant Accountant.**

Job Responsibility (from 2017 to last date)

1. Preparing of Bank Reconciliation Statement
2. Preparing and efileing of GSTR-3B return.
3. Preparing and efileing of GSTR-1 return.
4. Preparing of monthly provisional Profit & Loss accounts.
5. Checking & processing of Raw material, Container & Packing bills.
6. DSO – Days sales outstanding, DPO - Days payable outstanding
7. Other analytical jobs when required as per instruction of H.O.D.

Job Responsibility (from 2014 to 2017)

1. Checking & processing of branch petty expenses.
2. Checking & processing of budget wise advertisement expenses of all India branches
3. Checking & processing of repairing & maintenance & all A.M.C bills.
4. Preparing month wise TDS summary report (except salary).

ORGANIZATION: **Remik Business Services (Kolkata Branch) from June 2007 to 31.08.2014**

FUNCTIONAL AREA: **Assistant Accountant.**

Job Responsibility

Responsible for maintain Books of Accounts like Bank Book, Bank Reconciliation, Purchase Register, Sale Register, Receipts, Payment, Stock etc maintain in ERP (Oracle). Efileing of VAT Return (FORM-14), CST Return (FORM-1), Entry Tax, Way Bill, Form "C" & Form "F".

PERSONAL INFORMATION:

- Date of birth : - 19th September 1983
- Sex : - Male
- Marital status : - Married.
- Nationality : - Indian

Place: - Sodepur

Date: -

SAMIK ADHIKARI