

CURRICULUM VITAE



SOURAV GHOSH

E-mail: ghoshsourav606@gmail.com

Mobile: 7003427547, 8420722071

Objective

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career And professional growth.

Work Experience

Company Name : VIKASH CHAMARIA & CO. (CHARTERED ACCOUNTANT)
Position Held : Accountant
Duration : November 2014 onwards

Responsibilities

- ❖ Generate Tax Invoice.
- ❖ Maintain books of accounts on daily basis of various sectors like companies, partnership firms, LLP'S on Tally ERP9 & BUSY accounting softwares.
- ❖ Make cash flow statements, profit & loss, balance sheet finalization of companies, proprietorship & partnership firm.
- ❖ Knowledge of ITR filing of individuals, HUF, partnership firm, proprietorship firm, companies. Also knowledge of reply against income tax notice.
- ❖ Knowledge of Tax Audit preparation, filing 3CA,3CB and 3CD.
- ❖ Knowledge of GST calculation, GST return, payments, refunds, e-way bills and all other applicable GST compliances.
- ❖ Strong Knowledge of TDS calculation, TDS return payments, rectification and all other applicable TDS compliances.
- ❖ Preparation of trial balance, profit & loss accounts balance sheet and cash flow statements.
- ❖ Handling bank accounts and bank reconciliation statement.
- ❖ To ensure all payments only after approval & preparation of all accounting voucher such as cash, bank journals etc.
- ❖ Prepare, examine, and analyze accounting records, financial statements, and all other financial reports to access accuracy, completeness and conformation to reporting and procedural standards.
- ❖ Maintain ROC compliances.

- ❖ ESI, PF payments and return filing within due dates.
- ❖ Strong knowledge of vendor Reconciliation and debtors, creditors and inventory managements.

Company Name : AGS STEEL PVT. LTD.
 Position Held : Accounts Assistant.
 Duration : Aug 2013 to Oct 2014

Responsibilities

- ❖ Maintained the books of accounts up to finalization.
- ❖ Receipt, issue and inventory control of material.
- ❖ Bank deposits, Payments and reconciliation.
- ❖ Preparation of Month end reports, Yearend reports.
- ❖ Evaluate monthly profit and loss account.
- ❖ Checking vouchers with supporting documents.
- ❖ Checking all the tax related documents.
- ❖ Correcting the ledger accounts.
- ❖ Preparation of Vouching Notes.

Educational Qualifications

| Course | University/Board |
|--|---------------------|
| B.Com | Calcutta University |
| 10+ 2 (12 th Standard) (Commerce) | WBCHSE |
| SSLC | WBBSE |

Training Obtained

| Training/ Seminar | Conducted by | Duration | Status |
|---|----------------------|----------|-----------|
| Certificate in office management & Financial Accounting – Tally ERP9, Microsoft Office, BUSY Accounting Software. | ACE Business Academy | 2 Years | Completed |

Computer skills

Microsoft Excel, Word, Power Point, Tally ERP9, BUSY Accounting Software.

Personal traits

Ability to learn things fast Takes responsibility, creative Self confident with positive mind set.

Languages Known

Bengali, English, Hindi.

Personal Information

Contact No : 7003427547, 8420722071
Fathers Name : Basudeb Ghosh
Sex : Male
Date of Birth : 3rd May 1993.
Nationality : Indian
Religion & Community : Hindu
Marital status : Single
Address : 6, Goala Para Lane, Po- Shrirampore, Dist- Hooghly, Pin-712201, State-WB.

DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief.

Place: SHRIRAMPORE
Date:

SOURAV GHOSH