

# ARPAN GHOSH

## Corporate Accountant

Accountant with 6 years' experience in accounts payable, taxation, and account reconciliation. Committed about procedure and compliance, instrumental in developing quality management and auditing methods at Eveready Industries India Ltd, which resulted in considerable processing time reduction and overpaying. As a corporate accounts specialist, I'm looking for new challenges and ways to improve efficiencies.

### Contact Info

City: Kolkata

Contact: 9903499535

Email:  
ghosh.arpan07@gmail.com

### Skills

Critical Thinking

Detail Oriented

Team Player

Adaptability

MS Office

### Softwares

Oracle

Quickbooks

Tally.ERP9

### Languages

English

Bengali

Hindi

### Employment History

**Officer – Accounts** Mar 2019 - Present  
Eveready Industries India Limited • Kolkata

Preparation of GST data for 3B, GSTR 1 filing

GSTR 2-2A review and reconciliation

Filing of TDS Return

Preparation and allocation of the Cross Charge expenses among locations

Invoice Discounting

Preparation of Consumption Schedule

Preparation of Bank Reconciliation Statements

Responsible for Vendor payments and reconciliation

Upkeep of cooperative society's operations: finalization of accounts, supervising fund status, loan disbursement, F & F settlement

Processing of F & F settlement of employees (Powercell Division)

Processing Custom Duty Payments

Liaison with the insurance company for renewal and claims

Review and process of employee expense report. Check receipts for accuracy, make sure they're in line with corporate rules, and verify appropriate GL accounts

Assist with month/quarter-end closure tasks, monthly A/P accruals, and GL entry reclassification

Perform the entire Accounts Payable cycle, including charge validation. 2-way matching, invoice review for relevant paperwork, approval, and weekly payment processes assure accurate invoice accounting and timely vendor payments.

Preparation of various account schedules for audit purposes

Responsible for preparing various MIS reports and presenting them to management

Assist with Ad-hoc projects as needed

AP and AR management

Supervise and reconcile GST and TDS, and ensure timely payment and submission of GST, TDS, and professional tax returns

Coordination with auditors for the completion of annual accounts, consolidation, tax auditing and filing

Finalization of accounts

Computation and filing of return of Income, TDS and GST

Preparation of quarterly reconciliations for balance sheet & profit and loss accounts between sub-ledger and general ledger

Processing invoices

Maintained staff payroll and ensured early remittance of statutory deductions to the relevant authorities

Analyzed and reconciled month-end bank statements and general ledger accounts.

Preparation of Bank Reconciliation Statements

Processing and reviewing TA bills submitted by CAs and article assistants

Other ad hoc projects and activities as directed by management

**Assistant Accountant**  
Cloud Info solutions Pvt. Ltd • Kolkata

Feb 2016 – Apr 2017

Monthly Accounts Review

Preparation of Bank Reconciliation, Vendor Reconciliation

Preparation of financial statements in accordance with US GAAP

Payroll administration for US employees

Solving Client's queries received by Email

Managing company ledgers

Helping with month-end closing responsibilities

Collaborated with co-workers in balancing inter-company general ledger accounts to accommodate management with quarter end completion of company financial statements.

**Education**

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**CA Intermediate** Sep 2021  
The Institute of Chartered Accountants of India • New Delhi

**Bachelor of Commerce (Hons.)** Jul 2009 – Apr 2012  
Prafulla Chandra College (South City evening),  
University of Calcutta • Kolkata

**ISC - XII** Mar 2009  
Vidya Niketan High school

**ICSE - X** Mar 2007  
St. Sebastian's school

## Certifications

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<b>Investment Foundations Certificate</b> CFA Institute • USA	Apr 2021
<b>Certified Industrial Accountant</b> The Institute of Computer Accountants	Nov 2016 – Apr 2017
<b>Computer Training Course Certificate</b> The Institute of Chartered Accountants of India	Jan 2014
<b>Orientation Programme</b> The Institute of Chartered Accountants of India	Feb 2014
<b>General Management and Communication Skills</b> The Institute of Chartered Accountants of India	Feb 2015
<b>Journal Entry Test</b> The Institute of Computer Accountants	Apr 2017