

Curriculum Vitae

Sir/Madam,

Myself **Mr. Sandip Kumar Manna** with the academic qualification of **M.Com** having practical experience of more than 13 years in the field of Finance, Accounts, Taxation, Budgeting & planning, applying for the post of **Sr. Accountant** or its relevant post in your esteemed organization, which will give me the opportunity to meet my career objective as well as be a catalyst in my growth both professionally and financially.

A copy of my resume is enclosing for your kind perusal and consideration. I hope my candidature would meet your requirement and come up to your expectation.

Soliciting the favor of a positive response.

Thanking you,

Yours faithfully,
Sandip Kumar Manna

Date: 25/06/2022

Place:Kolkata.

(Enclosed: CV)



Address: 5, Hem Chandra Street, Kidderpore, Kolkata-700023, West Bengal.

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SANDIP KUMAR MANNA.

CAREER OBJECTIVE:-

A Post Graduate in M.COM (Accountancy with Farm Management) with 13 years' experience in Accounts & Taxation. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

PROFESSIONAL EXPERIENCE:-

Currently Work as **Assistant Manager- Accounts & finance** at **Shalimar Fabricators Pvt. Ltd.** (A leading integrated railroad company of **Rahee Infratech Ltd.**) from **May, 2017**, to present.

Areas of Working

- ✓ Maintaining all Accounting Books.
- ✓ Bank Reconciliation.
- ✓ Preparation of E-Invoice & E-Way Bill.
- ✓ GST Computation Monthly, payment & Return filing including Annual return and reconciliation.
- ✓ TDS Calculation, Payment & Return Filing.
- ✓ Professional Tax Calculation, Payment & Return Filing.
- ✓ Interfacing with external Govt. Statutory office/ officers like GST department for smooth operation.
- ✓ Production Reconciliation with Accounts
- ✓ Reconciliation of Debtor and Creditor with Accounts.
- ✓ Bill Passing of Raw Material, Consumables and Service Bill.
- ✓ Preparation of Vouchers of Payment to Creditors & Deposit from Debtors.
- ✓ To keep update, the details of unsecured loan for interest calculation & loan payment.
- ✓ Fully capable to handle all day-to-day accounting transaction including cash vouchers, salary entry.
- ✓ Participate with auditors for statutory and internal audit to finalize the accounts of the company.

PREVIOUS EXPERIENCE

Executive Accounts at **Sun Bright Mercantile Pvt. Ltd** from **Sep 2014** to **April 2017**.

Areas of Working

- ✓ Bank Reconciliation,
- ✓ Vat, CST, Entry Tax Computation, Payment & Return Filing.
- ✓ Filling of Service Tax return.
- ✓ TDS Calculation, Payment & Return Filing.
- ✓ P.F and ESI Computation, Payment & Return Filing.
- ✓ Professional Tax Calculation, Payment & Return Filing.
- ✓ Handling Petty Cash.

- ✓ Reconciliation of Debtors & Creditors Accounts
- ✓ Maintain Vendors.
- ✓ Preparation of Vouchers of Payment to Creditors & Deposit from Debtors.
- ✓ Handle all day-to-day accounting transaction.

Junior Accountant at Bose & Bose Associates (A renowned Chartered Account firm of Kolkata) from Feb'2009 to July'2014.

Areas of Working

- ✓ Accountant job in Tally and ACE package.

ACHIEVEMENTS: -

- ✓ I have full confidence in work that I can do my job independently with cooperation of team. This is I achieve in my both, current & previous company where as I worked independently.
- ✓ Knowledge of work in various Online Taxation portals.
- ✓ Practical working knowledge in Microsoft Dynamic NAV, Tally Prime, Tally ERP 9 & ACE

EDUCATIONAL QUALIFICATION: -

Name of Examination	Years of Passing	Board/University	Division
Secondary(Madhyamik)	2005	W.B.B.S.E.	1 st
Higher Secondary (Commerce)	2007	W.B.C.H.S.E.	1 st
B.COM (Hons.)	2010	Calcutta University	2 nd
M.COM (Accountancy with Farm Management)	2012	Vidyasagar University	2 nd

TECHNICAL QUALIFICATION: -

- ✓ Have registered as a "TAX PRACTITIONAR" by the Govt. Of West Bengal
- ✓ Have completed "Specialization in Tax Consultancy" under Tax Academy (A Division of All India Tax Education Council).
- ✓ Have completed "Data Entry Operator" course & PDP (Personal Development Programme) from IIIML under the sponsorship of Kolkata Municipal Corporation.

SELF-ASSESSMENT: -

- ✓ Nature : Adaptable and Responsible.
- ✓ Strength : Optimistic and Hard Working.

KEY SKILLS & PERSONAL QUALIFICATION: -

- ✓ Sincerity & Smart Work.
- ✓ Friendly natures, which can easily co-, operate with others.
- ✓ Having patience and adopt oneself to any kind of situation.
- ✓ Having positive attitude towards work.

HOBBIES: -

- ✓ Listening to Music
- ✓ Reading short story
- ✓ Traveling
- ✓ Socializing with people and making friends

PERSONAL DETAILS: -

- ✓ Date of Birth : 02nd March, 1987

✓ Father's Name : Shri Rabindranath Manna.
✓ Languages Known : English, Hindi, Bengali
✓ Marital Status : Married.
✓ E-mail : sandipkumarmanna25@gmail.com
✓ Mobile : 8697716841 / 9836926604.

[SANDIP KUMAR MANNA]

