

SUDIP RAY

VILL. - BERABERIA, P.O. + P.S. - BAGNAN,
DIST. - HOWRAH, PIN - 711 303
☎ -7501320108(M), 8967389638 (M)
E-mail :sudipro2308@gmail.com

CAREER OBJECTIVE

To obtain a challenging position in forward looking companies that requires a highly motivated person and keeps updating myself and attains the objectives set for me in a fixed period to time. I want to be creative learning and contributing towards the success of company.

SYNOPSIS

• Over 13 yrs. of experience in diverse roles & responsibility in the area of implementation & maintenance of accounts. Currently working with Karuna Management Services Limited (KARUNA GROUP of COMPANIES) as Accounts Officer.

JOB PROFILES

- Maintain books of accounts in ERP/EXPAND.
- Maintain all Accounting voucher entry.
- Maintain day to day Accounts & reporting to GM-Finance as well as Director on time to time.
- Maintain day to day Bank Book & Reconciliation Same.
- Maintain Bank Charges, Interest, P.C. and P.C.F.C. Loan related accounts.
- Arrange Insurance policies of the Company (Stock, Goods, Machinery, Import & Export etc....)
- Taking due care for payment in time of Statutory dues like TDS, GST-RCM, P. TAX, PF, ESIC ETC. and reconciliation for the same also maintain Register/Details in Excel.
- Preparation of Payroll.
- Maintaining cash and bank for making payments to the Indian Parties & Foreign Parties.
- Maintaining Fixed Assets Register.
- Assist to Accounts Head.
- Auditing:
 - * Attending to Internal and Statutory Auditors.
 - * Preparation of Details required during Audit.
- **Import:** Preparation of PO, Documentation, payment, update accounts.
- **Export:** Maintain Pre & Post Shipment Register, Passed Accounting voucher entry relating to Export payment received & Negotiation/Bill Discounting, Maintain Register of Fluctuation, Forward Contract, PC , PCFC & Other work related Export.
- **Reconciliation:**
 - * TDS (*Basis - Quarterly*), ISD – GST (*Basis - Monthly*),
 - * Bank, Cash, Sales, Purchase, S.Debtors, S.Creditors, Loans, Foreign Exchange Fluctuation, FOB, Duty Draw Back, Salary & Wages, E.P.F., ESIC, P.Tax, (*Basis - Monthly, Half yearly & Annually*)
 - * Liability for Expenses, Leave, Bonus, E.P.F. (*Basis - Half yearly & Annually*)
- **Checking and Payments:**
 - * Checking & booking - Transporters Bill, Shipment Charges Bill, Expenses Bill, Capital Goods related Bill, Raw Material Purchase Bill and Misc Bill.
 - * Payment made by Cash, Cheque & RTGS/NEFT for all local party.
 - * Foreign Payment – Commission, Freight, Raw Material, Capital Goods, Demurrage Charges, Quality Claim Etc.

● **Balance Sheet:**

Assist to Accounts Manager for preparing the Balance Sheet & Profit and Loss A/c (Monthly, Half yearly & Yearly Basis).

● **Purchase:** Making PO, Rate confirm, Received Goods as per PO, Arrange Accounting & Payment – Relating to Store Material and Printing & Stationery Goods.

● **Stock :** Maintaining Stock & passed necessary entry .

● **Taxation:**

◆ Handling all matters relating TDS, P. Tax, GST - ISD.

□ Submission of Annualy returns of P. Tax

□ Submission of Quarterly returns of TDS

□ Submission of Monthly returns of GST - ISD

ORGANISATIONAL DETAILS

● **Duration :** From December 2021 to till Date

Karuna Management Service Limited.

Manufacturers (LED Lights), Retail & Franchise (Titan, Tanisq, Apollo Clinic, Fastrack), Distribution (Samsung Mobile – West Bengal & Assam)

Post:-Accounts Officer.

● **Duration :** From June 2013 to November 2021

SAI FERTILIZERS & PHOSPHATES PVT LTD.

Manufacturers & Exporters of Chemical Products

Post: Accountants Executive

● **Duration :** From Dec 2007 to May 2013

J. J. Exporters Ltd.

Manufacturers & Exporters of Garments

Post: Cashier cum Accounts Assistant

ACADEMICS

QUALIFICATION	BOARD/UNIVERSITY	YEAR
SECONDARY	W.B. BOARD OF SECONDARY EDUCATION.	2001
HIGHER SECONDARY	W.B. BOARD OF HIGHER SECONDARY EDUCATION	2003
B. COM (H)	CALCUTTAUNIVERSITY	2006

PROFESSIONAL QUALIFICATION

INSTITUTION: YOUTH COMPUTER TRAINING CENTRE

COURSE : 1. Diploma in Computer BASIC (Duration 1 yrs.)

2. Diploma in Financial Accounting (Duration 1 yr.)

MODULES COVERED : ERP, Tally, Basic, Word, Excel, Power-point, Internet

** Also has experience in working in ERP Environment & Oracle.

PERSONAL DETAILS

FATHER'S NAME : Chandra Sekhar Roy

DATE OF BIRTH : 02nd April, 1986

MARITAL STATUS : Married

NATIONALITY : Indian

INTEREST : Football, Travelling and Photography

Date: 06.01.2022

Place: Bagnan, Howrah

Sudip Ray