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## **Tuhin Kumar Ghosh**

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### **Contact**

Citizenship: **Indian..**, Religion: **Hinduism**  
Date of birth: **10<sup>th</sup> October 1985**

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Father Name: - Paresh Nath Ghosh

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Current Address:- Newtown, Kolkata-700160

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### **Profile**

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Objective : I am seeking a position within the **GST Department/ Store Inventory Manager (13 Years Experience in GST, online GST Payment, GST 1,3B, Job Work Returns Filling, GST Way bill Issue, Rejection of Way bill, Store Stock Inventory Handling, Central Excise, Service Tax, Sales Tax, VAT, CST, Profession Tax, Handel GST Audit, Central Excise Audit, Sales Tax Assessment, Handle Internal and External Audit etc)** or in any Accounts department.

### **Key Skills**

Proficient or familiar with Tally Gold Erp, Foxpro Erp, Excel, MS Word, Java, Internet, etc.

### **(A)Work Experience:-**

Sl.No.	Company Name & Address	Designation/Position	Service Period	Job Types
1.	<b>Shivam Packing &amp; Shivam Printing,</b> Ultadanga, Kolkata.	Junior Accountant	01.07.2009 to 31.12.2009	Accounts, Store Incharge, Bill Issue, Material Order, Material Received, Material Despatch, Labour Attendance, Payment to the Labour/workers, Payment to the goods transporter etc.
2.	<b>Guha Basu &amp; Seetharam Chartered Accountants,</b> Jadavpur, Kolkata.	Trainee Post	01.01.2010 to 31.07.2010	Indirect Taxation, Documents Checking, Voucher Issue, etc.
3.	<b>Filter Manufacturing Industries Pvt. Ltd,</b> Salt Lake & Rajarhat Branch, Kolkata.	Part Time Job	01.04.12 to 30.09.13	Online Service Tax Return Filing & Online Payment to the Govt. dues Taxes & Others work.

4.	<b>VTL Electronics Limited.</b> <b>(BIRLA GROUP),</b> New Town, Rajarhat, Kolkata.	Excise Tax Consultant	11.08.2010 to 31.07.2017	Indirect Taxation (Expert in <b>GST, Central Excise, Service Tax, Sales Tax, VAT, Central Sales Tax, Profession Tax</b> ), <b>Way bill generation, C &amp; F Forms generation, Online Tax Payment, Online Return submission</b> , Stores & Stock Checking, Bill Checking, Tax Collection, Attend all the departmental hearing, Refund claim, <b>Handle the Excise Audit 2000 (Two times), VAT &amp; CST Assessment</b> , CST Special Audit, Transfer of Cenvat Credit, Handle Company <b>Internal &amp; External Audit</b> .etc.
5.	<b>VTL Electronics Limited.</b> <b>(BIRLA GROUP),</b> New Town, Rajarhat, Kolkata	Accounts Assistant and Store Manager (Permanent)	01.08.2017 to Till Date	GST Invoice Generate, Delivery Challan issue (for job work), Debit Note/Credit Note Issue, GST Way Bill Generate, Cancelled, Reverse Charge bill issue, GST Bill entry and actual credit taken. Reverse charge bill payment and entry, Reconciliation with store and accounts, GST payment, GST Returns Filling like GST-3B, Tran-1, GSTR-1, GSTR-2, GSTR-3, ITC-04 and Annual Return (GSTR-9 and 9C ). Including handling of Central Excise Audit (Three Times), Sales Tax Assessment, and Payment, C forms Issue, Store Handling etc.

**(B) My Work Area Especially in:-**

**(i) GST:-**

- \* I also experienced in GST like Online Migration to Sales Tax, Central Excise, and Service Tax. Create User Id & Password against the Provisional ID and Password
- \* Preparation of **GST Invoice** on Sale of goods interstate or intrastate,
- \* Preparation of **Job Work Delivery Challan** when material going for Repairing or Calibration.
- \* IGST, CGST, SGST calculation and payment to the appropriate accounting code and Service accounting code under the GST Act.
- \* **Debit note and Credit note issue** and make the actual entry procedure.
- \* **Reverse Charges bill prepare.**
- \* **GST Reverse Charge Payment within due date.**
- \* **GST Online payment like IGST, CGST, SGST** within due date.
- \* Reverse charges list on those which reverse charge is applicable to us and which are not and which is recoverable or taken under the GST Act. Reverse charges payment taken as ITC.
- \* Input Tax credit which is recoverable and which are not recoverable.
- \* Actual GST payment of GST against GST sale after the IGST, CGST, and SGST adjusted.

\* I also know that how to Recovered Transitional Cenvat credit which is laying stock from June'17.

\* Online GST Return submission likes: - **GSTR-3B (Monthly),**

**TRAN-1 (One Time),**

**GSTR-1 (Monthly),**

**GSTR-2 (Monthly),**

**GSTR-3 (Monthly)**

**GSTR-9 Annual Return (One time per year)**

**GSTR- 9C Return**

**And ITC-04 Job Work Return (Quarterly/Half Yearly)**

\* **Online Return Filling of ITC-04 for job work** details statement made of actual material sent & received from the job worker. (Quarterly/Half yearly)

\* **Online Registration of E-Way bill, E-Way bill generation, And how to E-Way bill Cancellation or Rejection, Way bill date extension, Docket number change etc.**

\* How to extend the Way bill validity, How to modify the Transporter details without cancelling the generated Way bill, Modify of way bill for Transshipment.

\* Attend all departmental hearing about IGST, CGST & SGST.

\* Reconciliation between GSTR 2A and Books of Accounts record.

\* GST Audit handling.

**(ii) Store Handling:-**

Handel Store Stock Inventory, How to create material indent, How to create material Purchase Order, How to create material received voucher (RV) in store, how to storage materials store with location wise in store, How to issue material in production, how to prepare material Identification Tag, how to material location Create, How to create gate pass on material return and non returnable basic and how to material received in store after the job work done. How to see material BOM cost, Store Ledger prepared, prepare the value of the material Purchase during the month for Bank.

**(iii) Central Excise:-**

Online Registration with filing up of Form A-1 (Application for Registration),

How to maintain of Cenvatable Input Stock / R.G. 23A part-I Register,

Cenvatable Input Service Register (Form-I)

Input Duty Credit / R.G.23A part- II Register,

Input Duty Credit on Capital Goods/ RG 23C part –II Register,

Daily Stock Account Register for finished goods (Rule 10)

Preparation of Annexure – II Challan under Rule 4(5) (a) of Cenvat Credit Rules, 2004(Delivery of Goods to Job working)

Stock register of Goods sent for job working.

Preparation of Tax Invoices (Under Rule 11),

Filing up of GAR-7 Central Excise Payments Challan, and deposit tax within due date.

Maintain Personal Ledger Account (P.L.A.) Register,

Online Filing up of E.R. 1 Monthly Return, (For Manufacturer) within due date.

Online Filing up of E.R. 3 Quarterly Return, (For SSI Unit) within due date.

Online Filing up of E.R. 4 Yearly Return, within due date.

Online Filing up of E.R. 5 Yearly Return, within due date.

Online Filing up of E.R. 6 Monthly Return, within due date

Online Filing up of E.R. 7 Yearly Return, within due date.

Adjustment of Input Tax Credit and the balance amount deposit to the bank. Calculate actual tax and Interest, Online payment, Maintain PLA Account, Refund Claim, Import bill checking, Duty Drawback claim and go to the Airport Cargo Complex and meet the Custom Appraiser and bank. Attend the Central Excise Assessment, **Handle Central Excise Audit-2000 (Three times) brilliantly, going to the Central Excise department in any queries, Experience in Transfer of Cenvat Credit**, Surrender Procedure of Excise Registration Manual & Online etc.

**(iv) Service Tax:**

Service Tax Registration, I maintain the records like Invoice / Bill / Challan Register, Cenvat Credit under Service Tax, Computation of Service Tax and Interest thereof, Principal Penalties under Service Tax, I maintain the S.T. Part -I and Part -II Service Tax Register (Input Cenvatable Input Credit Register). Depth knowledge in Reverse charge in Service Tax & Negative list in Service Tax.

I filed the form S.T.-1 for Registration, Calculate tax amount, Filing up of G.A.R. - 7 Challan and depositing tax within due date, Preparation of Invoices along with Abatement, Online E-Filing up of S.T.-3 Half yearly Return within due date, going to the Service Tax department in any queries, Surrender Procedure of Service Tax Registration Manual & Online etc.

**(v) Rent- A-Cab Service:-**

Rent- A- Cab Scheme Operator Service Tax Registration, I maintain all the record like Invoice/Bill/Challan Register, Computation of this Service Tax and Interest thereof, Principal, Penalties under Service Tax, I maintain the Service Tax Part I & part II Register (Input Cenvatable Input Credit Register)., Actual Car Operator Service Tax paid within due date, Online Payment, Online E-filing up of S.T.-3 (Rent-A-Cab) Half yearly Return within due date, going to the Service Tax department in any queries. GST on Rent A cab calculation and Reverse Charge payment.

**(vi) Security Service:-**

Security Service Tax Registration, I maintain all the record like Invoice/Bill/Challan Register, Computation of this Service Tax and Interest thereof, Principal, Penalties under Service Tax, I maintain the Service Tax Part I ] & part II Register (Input Cenvatable Input Credit Register)., Actual Security Service Tax paid within due date, Online Payment, Online E-filing up of S.T.-3 (Security Service) Half yearly Return within due date, going to the Service Tax department in any queries, Now GST Reverse Charges on Security Services in applicable. And Reverse charge payment.

**(vii) Swachh Bharat Cess (SBC):- Depth knowledge in Swachh Bharat Cess, Tax Calculation, Online Tax Payment in actual accounting code.**

**(viii) Krishi Kalyan Cess (KKC):- Depth knowledge in Krishi Kalyan Cess, Tax Calculation, Online Tax Payment in actual accounting code**

**(ix) Value Added Tax (VAT):-**

VAT Registration, Compounding of Tax for resellers, Zero rated and exempted sales, Purchase Tax Under VAT Act, Input Tax, Input Tax Credit, Output Tax, Net Tax, Computation of VAT, Payment of VAT within due date, Manual Way bill collection, Procedure of un endorsement way bill endorsed, On line Way Bill Generation, On line Way Bill Endorsement, Online Way Bill cancellation, Online Issue of 'C' & 'F' form, E-Filing of Returns both VAT & CST, **Attend VAT Assessment to the Sales Tax department**, Any others VAT related issues, Release Bank guarantee, Surrender Procedure of VAT Registration Manual & Online etc.

**(x) Central Sales Tax (CST):-**

I also calculate the Liability to pay under the CST Act, Registration procedure under CST Act, Tax rates under CST Act, Payment of CST within due date, Refund of excess of CST Tax, Adjustment of Excess Input Tax Credit, Rate of Interest. E-Filing of CST Return, Send “C” form and “F” form to the Supplier/party within due date and save the CST Tax, 2% save to the party against C form, **CST Assessment**, CST Special Audit, going to the Sales Tax Department in any queries, Surrender Procedure of CST Registration Manual & Online etc.

**(xi) Entry Tax:-**

I also calculate the Liability to pay under the Entry Tax Act’2012, Registration Procedure under the Act, Tax rates under the entry Tax Act, Payment of Entry Tax within due date, Computation of Entry Tax, Refund of Excess of Entry Tax, Rate of Interest, E-Filing of Entry Tax Return, Entry Tax Assessment, Going to the Sales Tax Department in any queries.

**(xii) Profession Tax:-**

Online Registration of Profession Tax Enrolment Certificate, Profession Tax Registration Certificate, Professional Tax Return filing Online, Online Profession Tax Payment, Handle Profession Tax Assessment. Going to the Profession Tax Department in any queries, Amendment & Surrender procedure of Profession Tax RCC & ECC Certificate in online and departmentally. Profession Tax Return Filing & Tax payment.

**(xiii) Accounts:-**

I also maintains the Tax Invoice (Rule 11), Purchase Register, Vat register, Production Register, Daily Stock Register (Rule 10), Purchase Bill, Sale bill, PLA Account, Money Receipt, Voucher, Transport documents, Import Register, Miscellaneous documents, Way Bill Register, Excise Job Work Register (Rule 4(5)(a), Reconciliation etc.

**(xiv) Stock Verification:-**

I also maintain the stock verification of actual Incoming material, Issue material, Outgoing material, on the production purpose and also check the suppliers bill copy where the material quantity mention and find out the actual short / excess materials in the book quantity and physical quantity. I also check the Receive Voucher (RV) Copy and the bill copy of suppliers continuously.

**(C) Computer:-**

***Accounting Package – Tally Gold***

Company Creation; Group Creation, Ledger Creation, Stock Group, Stock Item, Unit of Measurement, Modes of voucher Entry, Journal Entry, Tax Invoice, Stock Category, Multiple Godown, Cost Centre and Cost Category, Project, Preparation of Trial Balance, Preparation of Final Accounts.

**(D) My Other experience is:-**

**(i) Income Tax:-**

Procedures for obtaining PAN, including obtaining PAN online, Jurisdiction of Income Tax Offices, Heads of Income – Salary, House Property, Business and Profession, Capital Gain, Others Sources, Liability to Submit Return and Pay IT.

(ii) Employees’ State Insurance (ESI), Provident Fund (PF), Banking, Company Law, Drafting of Deeds and Agreements.

**(E) Educational Qualification:-**

<b>NAME OF EXAMINATION</b>	<b>BOARD / UNIVERSITY</b>	<b>SCHOOL NAME</b>	<b>YEAR</b>	<b>DIVISION</b>
<b>MADHYAMIK</b>	<b>W.B.B.S.E.</b>	<b>Baidyapur Ramkrishna Vidyapith</b>	<b>2001</b>	<b>1st</b>
<b>HIGHER SECONDARY</b>	<b>W.B.C.H.S.E</b>	<b>Baidyapur Ramkrishna Vidyapith</b>	<b>2003</b>	<b>2nd</b>
<b>B.COM (HONS)</b>	<b>Burdwan University</b>	<b>Kalna College</b>	<b>2007</b>	<b>2nd</b>

**(F) Others Qualification:-**

<b>Name of the Course</b>	<b>Board/Institute</b>	<b>Place</b>	<b>Subject</b>	<b>Year</b>	<b>Category</b>
Computer Diploma in Financial Accounting (FA)	Youth Computer Training Center	Kalna, Burdwan	Accounts	2006	A
Professional Certificate in Accounting and Taxation (PCAT)	Bengal Tax Counsel	Moulali, Kolkata	Taxation & Accounts	2010	Good

Language Known: - Bengali, English, Hindi.

Hobby: - Reading Story Book.

I hereby declare that the all above information are true & Correct to the best of my knowledge.

Place: -

Date: -

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(Signature)