

SANJOY KARMAKAR, CHARTERED INTER

Location: Kolkata

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Career Objective

A young enthusiastic Finance Graduate having Professional Qualification of seeking for distinct career based on propensity of in-depth analytical strength and adaptability the modern concepts supported with persuasive work-dynamics within a team towards achieving growth oriented goals, set for both organization and self.

Work Experience

Company: P.C.CHANDRA JEWELLERY APEX PVT. LTD. **Onward 10thMarch, 2016**
Company Profile: P.C.Chandra Jewellers, centralized in Kolkata was formed in the year 2002 with its first showroom In Bowbazar. Over these decades, it has 9 showrooms in Kolkata and spreads its wings across 22 towns in West Bengal and 7 cities in India-Agartala, Bhubaneswar, Delhi, Noida, Bangalore, Jamshedpur and Mumbai. It understands the fashion needs of today's culture, taste and preferences in the Jewellery industry. The audited turnover relating to the F.Y. 2020-21 is around 504 crores.

Designation: Officer- Accounts

Current Responsibilities:

1. Statutory Activities

- Filling Monthly GST Returns of the company for every state.
- Monthly state wise reconciliation of input tax credit as per Accounts and credit shown in GSTR 2B
- Providing confirmation of monthly state wise GST liabilities.
- Advance Tax Calculation.
- PF & ESI related compliances.
- Assisting statutory Auditors & Internal Auditors as per the requirement
- Actively taking part into ROC filing of the company and assisting consultant.
- Assisting statutory auditors for the filling of Form 3cd of the company.
- Taking part into filling of Income Tax return of the company.

2. Cash Management

- Vouching of the daily cash transactions.
- Control over the maintaining petty cash book of the company.

3. Banking

- Supervision on the operation of bank related activities.
- Checking monthly Bank Reconciliation Statement.
- Collecting Bank Balance confirmation certificates from banks on quarterly basis.

4. Payroll

- Processing monthly salary of employees
- Computation of Employee Perks, Incentive & Bonus.

5. Account Payables

- Asking for the ledger confirmation form the suppliers.
- Resolve the issues regarding payment and others with Creditors.
- Keeping the track of down payments made to Suppliers as per Purchase order.
- Vendor Reconciliation Quarterly.

6. MIS

- Monthly Purchase & Stock Reconciliation.
- Monthly Stock valuation of the company.
- Calculation of monthly Stock transfer value using weighted average value.
- Drafting of Standalone & Consolidated Finalization of Accounts, notes of Accounts, Directors' Report.
- Depreciation Calculation as per Company Act.

7. Other Accountings Areas

- Monthly Inter- company Adjustment entries between the companies under P.C. Chandra Group
- All related Monthly closing entries.
- GL Scrutiny.

Company: CLASSIC AUTO TUBES LTD (APOLLO TYRES LTD) From 07th April, 2011
Till 04th March, 2016

Company Profile: Classic Auto Tubes Ltd, located in Ranjangaon, Pune, was formed in the year 2007. Before that it was one and only the tube manufacturing plant of Apollo Tyres Ltd. although still it is under Apollo Group. Basically it is a conversion plant with turnover of 103 crore (as per the F.Y-2014-15). Recently It's Direct Marketing has been launched and one of the most famous customer is Maharashtra State Road Transport Corporation.

Designation: Executive- Accounts

Current Responsibilities:

1. Bills Processing

- Bill booking in SAP system (both p/o and non p/o based)
- Verifying the bills of contractors as per the agreement & entries thereof into the systems
- Passing the freight invoices.

2. Cash Management

- Passing the daily cash transactions.
- Maintaining petty cash book of the company daily basis.
- Analysis the total expenses incurred through the payment of petty cash on monthly basis.

3. Banking

- Operating the daily bank related activities.
- Preparing monthly Bank Reconciliation Statement
- Making & Keeping the track of all RTGS & NEFTs.
- Making the Bank Guarantees
- Making Fixed Deposits on behalf of company
- Collecting Bank Balance confirmation certificates from banks on quarterly basis.

4. Fund Management

- Maintaining the daily Fund Positions of the Pune Plant and keeping contact with the head office relating to the same.
- To contact with HO in relation to the requirement of funds thrice a month.

5. Account Payables

- Dealing with the creditors of the company
- Issuing payments in favor of the suppliers on due date basis
- Keeping the track of Down Payments issued to Suppliers as per Purchase order.
- Collecting Balance Confirmation from Major Vendors
- Reconciliation of Account Payables

6. Administrative Activities

- Maintaining of all Insurance Policies of the company.
- Official Tour bill settlement of the employees

7. MIS

- Preparing daily MIS Report in relation to the payment made to suppliers.
- Daily Fund utilization status of Pune Plant.
- Preparing Monthly Petty Cash Flow Statement
- Vendor Ageing Report of Pune Plant
- Customer Ageing Report for Pune Plant
- Employee Ageing Report for Pune Plant
- Monthly cost analysis report profit centre wise

8. Statutory Compliance

- Passing the entries of statutory payments into systems.
- Preparing PF related workings
- Making payments of Provident Funds & Professional Tax on due date basis
- Analysis of the applicability of TDS rates while passing the service bills.
- Taking into the consideration of the Applicability of Service Tax and its availability of CENVAT Credibility at the time of processing service bills.

9. Payroll Areas

- Settlement & payment of perks of the staffs
- Keeping the track of eligibility & reimbursement of telephone bills to the staffs.
- Payment of Salaries of employees.

10. Other Accountings Areas

- Entries of monthly conversion charges in the books of Apollo Tyres Ltd. On behalf of Classic Auto Tubes Ltd.
- Monthly Adjustment entries of Classic Auto Tubes Ltd & Apollo Tyres Ltd
- Monthly Inter- company Adjustment entries between Classic Auto Tubes Ltd & Apollo Tyres Ltd.
- All related Monthly closing entries.
- GL Scrutiny on monthly basis
- Maintaining Prepaid Expenses Schedule

11. Accounts Receivables

- Keeping the track of Total outstanding from Customers on account of sales
- passing the entries of the incomes received from debtors
- Collecting Balance Confirmation from the customers quarterly basis
- Reconciliation of Account Receivables

Company: Lata Engineering Works

Designation: Assistant Account.

Key Responsibilities were:

- Bank reconciliation Statement.
- Payment to vendors.
- Verifying the market rates of raw materials
- Cash voucher entry.
- Reconciliation to vendor accounts.
- Maintain petty cash book.
- Follow up with vendor for payments.
- Deciding the job rates verifying the expected cost of any job.

From 10th January, 2008

Till 31st March, 2011

Education

- CA(PE II)from Institutes of Chartered Accountant of India,(in nov,2007)
- B Com (Hons) from Calcutta University, 65.5%, 2005.
- HSC (Com.) from W.B.C.H.S.E. 73.3%, 2002.
- SSC from W.B.B.S.E. 73%, 2000.

Familiarity with Software:

- SAP
- TALLY
- DATES
- CSA

Achievements

- Obtained the 2nd position in HSC Exam in Belur High School in 2002
- Got the 1st prize for obtaining highest marks in Business Economics from entire Belur Municipality, Howrah

Personal Details

Date of Birth : 19.05.1984
Languages Known : English, Hindi, and Bengali.
Marital Status : Married.
Interest in : Football, Cricket

Permanent Address : 59/4 E Road Bamungachi,
Howrah, West Bengal-711105

Current Salary : 5.45 Lakh (p.a.)

Expected Salary : Best as per Industrial Level

Notice Period : One Month

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

(Sanjoy Karmakar)

