**CURRICULUM VITAE**

**SOMA SARKAR** M–: 9985058705

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**Career Objective:**

To be associated with organization that gives scope to apply knowledge and skills, and be a part of team that continuously works towards the growth of the organisation

**SKILLS,QUALIFICATIONS& KNOWLEDGE**

**Work Experience**

* 18 years of Experienced in Finance & Accounting and Taxation with support of Implementing different ERPs like Focus, Tally ERP 9.0 and SAP FICO R/3 4.7 EE and ECC 6.0
* In this 10 years’ experience in Manufacturing Company and 8 years in Construction & Infrastructure Company

**Academic Profile:**

* **B.Com** from Calcutta University
* **Diploma** in **Law & Taxation** covering Commercial & Industrial Law and Direct & Indirect Tax
* **MBA (Finance)** from Rajasthan University
* **CWA (Inter)** from ICWAI

**IT Skills: ERP Package : SAP FI/CO R/3 4.7 EE,** Focus 7-ERP, Tally 9 – ERP

**Basic :** Microsoft Word, Excel

**Programming Language : C, C++, Oracle 9i**

**Tools :**Ex-Next, Wings-2000, Ece.5

**Executive Profile:**

**Finance & Banking**

* Treasury Operations and Cash Management across the company
* Timely debt servicing. Principal Instalments and interest dues should be paid well within the time schedule as per the loan documents
* To support the units and Capital purchases as per the agreed schedule for the procurement
* To assist CFO in approaching Bankers and Lenders for suitable financing option like hire purchase and leasing transactions.
* To liaison with banks and financial institutions to provide information required.

**Accounts**

* To ensure compliance with Statutory Authority and Audit Requirements
* To monitor the units in accounting for uniformity in accounting.
* To ensure that the accounting policies and procedures adopted by the company are followed
* To ensure that the accounts comply with accounting standards and other regulations
* Update Chart of Accounts Monthly to reflect account management activities
* Ensure Monthly reconciliation of all ledgers and sub ledgers

**Statutory Audit**

* To coordinate for the statutory audit half yearly and annually
* Collect and collate all relevant information for the tax returns as required by statues under Income-tax, service tax, VAT, Professional Tax,etc
* To address the queries of statutory auditors.
* To support units during statutory audit.
* Lead on any recommendations that are suggested in the audit report or management letter.
* Act as the first point of contact for the auditors, and communicate with them to ensure all questions can be answered efficiently.

**Taxation**

* Calculation, Reconciliation and Submission of VAT, Service Tax, Central Excise return
* Preparation for VAT audit by Chartered Accountant.
* To work out and pay Service Tax liability monthly on time
* To avail CENVAT credit CVD for setting off against ST liability across all units for all the services
* To ensure proper deduction of Income Tax at source and periodic verification of various items covered by TDS across all units
* Payment of Income Tax deduction at source on time every month.
* To check internal controls on the TDS compliance
* To file quarterly TDS return 26Q and 24Q within due date and issue TDS certificate Form 16 (annually) and 16A (quarterly)
* Projections and periodic corrections of Advance Tax liability and payment on due dates
* Collection of TDS certificate from customers and regular reconciliations with Form 26A
* Submission of information for Tax audit, Appeal and others.
* Collect and collate all necessary documentation in readiness & preparation of company tax return
* Assessments for Income-tax, VAT, WCT and Service Tax and Audit for Central Excise.
* Reconciliation of Waybill and Form C, F, I and 501A, 501B etc
* Ensure that all documentation meets export regulations and responsible for AES filing.
* Ensure all taxation and legislative requirements are complied with all the times
* To work our GST Migration and sound knowledge on that.

**SUPERVISION: Direct Reports -** Finance & Accounts Team (DGM/CFO)

**KEY SUCCESS FACTOR:** Timely management of accounts and debts

**MAJOR CHALLENGES:** Managing the team and information requirement of senior management team

**Competencies**

* Ability to work with employees and management at all levels in the Company
* Good communication and interpersonal skills
* Good presentation skills
* Analytical reasoning
* Great problem solving skills
* Excellent leadership skills

**Career History:**

**MADHUCON PROJECTS LTD**, Hyderabad

October’2011 to Till (5 Years 3 Months)

Sr. Manager – Indirect Taxation and ERP Core Team Member

Company Profile :This is Construction Company and it has engaged in State &b National Highways, Bridges, Flyovers,

Irrigation Projects, Dams, Canals, Tunnels Industrial Projects, Townships, Railways Projects, Property Development etc. throughout the country.

**Key responsibility:**

* Taxation , Compliances, Filing of Returns
* Assessment , audits, Appeal and others Follow-ups
* Supporting for implementation from Focus 5 to Focus 7- ERP, manual preparation, part of GO Live Support

**KCM Petrotech**, - Technica Collaboration with **Indian Oil Corporation Ltd. -** Hyderabad

October 2009 to September 2011 ( 2 years)

Manager – Accounts,Indirect Tax & Administration

Company Profile : The Company was engaged in manufacturing of Bituminous by Product and supply throughout the

country.

**Key responsibility:**

* Maintain Inventory Records and monthly report for excise and bank like Purchase Register,

Sales register, Stock Register, etc.

* Handle petty cash, floats and expenses.
* Supervision of day to day accounting transactions
* Preparation of Accounts, Balance Sheet
* Taxation , Compliances, Filing of Returns
* Documentation, audits, Follow-ups for out standings, Credit Controls
* Supporting for implementation from Tally 7.2 to Tally9- ERP, manual preparation, part of GO Live Support
* Provide accurate administration of all paperwork generated at Office level.

**SpansulesPharmatech Private Limited – Hyderabad**

March 2009 to September 2009 ( 6 Months)

Asst. Accounts Manager (Costing)

Company Profile : The Company was engaged in Manufacturer, Supplier, Exporter of Bulk Drugs

**Key responsibility:**

* Responsibility of proper accounting of daily stock billing in SAP, Reconciliation of SAP entry with physical invoices and MIS.
* key responsibilities on financial accounting , (Capital nature& Revenue nature) Parties and employees payments, reconciliation of Bank with SAP statement, Prepare MIS Reports.
* Maintain Inventory Records and monthly report for excise and bank like Purchase Register,

Sales register, Stock Register, etc.

* functional module of Financial Accounting with Support projects - Implemented - SAP ECC 6.0 with FI, CO, CIN,PP,MM, SD,Modules

* Configuration of CIN TAXINN in corpora ting Education Cess in the taxation (by configuration

. Implementation of VAT 2005 and Service Tax, Configuration of Extended With Holding Tax of Business blue print.

* Financials: ES, General Ledger, Accounts Receivable, Accounts Payable, Asset Accounting & CIN

**Pranav Civil Contracting Pvt Ltd**, Hyderabad (Pranav Contracting LLC- Dubai)

May 2006 to March’2009 (2 Years 10 Months)

Sr. Accountant

Company Profile : The Company dealing with Building, MEP Works, Roads and Infrastructure.

**Key responsibility:**

* As above and Preparation of MIS, Reports
* To ensure compliance with Statutory Authority and Audit Requirements

**Universal group,**, Kolkata

September 1998 to April 2006 (7 Years 8 Months)

Sr. Accounts Executives - SAP FICO

Company Profile : A GOVT. recognize **Export House**, **Pharma Company, Food Industry**, engaged in manufacturing

of **Bituminous bi Products**, marketing and undertakes major projects of Building Roads, waterproofing, pipe protection

etc throughout the country.

**Key responsibility:**

* Preparation of Accounts, Documentation, audits, Follow-ups for out standings
* Treasury Operations and Cash Management across the company
* To liaison with banks and financial institutions to provide information required.
* Supervision of day to day accounting transactions (SAP-FICO – End User)
* Full life-cycle SAP Implementation 4.7 EE –: Involved in functional module of Financial Accounting. Accounts Payable/Accounts Receivable.
* Interacting with MM and SD Consultants to generate Master records of customers and vendors, House Banks & Configuring Tax, Automatic payment program for Vendor payments. Configuration of Dunning with respect to customer master.
* Configuration of Enterprise Structure and Assignment of organizational Units Fiscal year , Posting Period , COA , G / L Master Records , G / L Accounts.

**Personal Profile: Date of Birth :** 18-05-1976

**Gender :** Female

**Languages Known :** English, Hindi, Bengali

**Marital status : Marriage**

I here by declare that all the above-furnished information is true to the best of my knowledge and belief.

**Place : Hyderabad**

**Date : (**SOMA SARKAR**)**