CURRICULAM VITAE



# SUBHASH KUMAR GORAI

### Present Address:

**Bagbera Housing Colony, Road no.- 05,Qtr. No.- 170/2/3, Jamshedpur- 831002.**

### Cell No.- 9771493218 E-

[Mail:subhash.kumar.gorai@icai.org](mailto:subhash.kumar.gorai@icai.org) [subhashkumar\_gorai@rediffmail.com](mailto:subhashkumar_gorai@rediffmail.com)

### PROFESSIONAL OBJECTIVE:

To achieve a professional challenging position that will provide an opportunity for continuing growth and advancement with dynamic and growing organization that recognizes and values individual contribution.

### ACADEMIC QUALIFACATION:

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| **Exam.** | **Board/ University** | **Passing Year** | **% of Marks** | **Division** |
| **Matric** | B.S.E.B.Patna | 1988 | 43.89 | 3rd |
| **I.Com** | B.I.C.E.B.Patna | 1990 | 51.11 | 2nd |
| **B.Com(H)** | R.U..Ranchi | 1995 | 66.00 | 1st |
| **C.A. (Inter Ist Group)** | ICAI | 2002 | 50.00 | Pass |
| **CA (Inter 2nd Group)** | ICAI | 2009 | 56.00 | Pass |

**Practical Training**: **M/s Kothari & Co. (C.A)**

### June 1995 to June 2000 Kolkata

(Position: Article Clerk)

### Duties & Responsibilities

* Maintaining of books of accounts of Client’s
* Opening entries check with balance sheet
* Review the Budget prepared by clients
* Preparing the Cash/Fund Flow
* Application of Statutory Provisions & Compliances
* Preparing Audit Program
* Scrutinizing of financial Statements
* Vouching- Cash and Bills

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| ● | Physical Cash and stock Verification |
| ● | Help to Senior for preparing of Financial Statement |

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| Employment Experience: | **M/s Utkal Automobiles Limited Jamshedpur**  **July 2000 to Aug 2009**  (Position: Accounts Assistant)  **Role & Responsibilities:**   * Responsibilities of Marinating of Books of Account * Preparing of Bank Reconciliation approving Petty Cash Expenses * Prepare payment voucher for each issuance of payment made by Company * Preparing & Process invoice , Credit/Debit Notes of parties * Preparing the Cash/Fund Flow Statement * Arranging Forms ( C Forms) with party * Preparing Data for Sales Tax assessment purposes * Calculation of Sales tax & Excise Duties Payable * Arrange the Excise Documents ( RG23A,RG23C & RG 1) and preparing the Excise return ( ER1) * Preparing the details for Sales Tax return and filed   **M/s Jamna Auto Industries Ltd Jamshedpur**  Sep 2009 to March 2013 (Position: Accounts Officer) **Role & Responsibilities:** | | | | | |
|  | ● | Preparing MIS | | | | |
|  | ● | Monthly Budget verified with books | | | | |
|  | ● | Preparing the Creditors outstanding list and made the payment | | | | |
|  | ● | Prepare the Bank Reconciliation | | | | |
|  | ● | Inter units reconciliation | transaction | verify | and | prepare the |
|  | ● | Preparing the Creditors outstanding list and made the payment | | | | |
|  | ● | Prepare the Bank Reconciliation | | | | |
|  | ● | Inter units reconciliation | transaction | verify | and | prepare the |
|  | ● | Arranging fund from corporate. | | | | |
|  | ● | RG1,RG23A & RG23C prepared and ensure the all Excisable Invoice kept properly (Duplicate for Transport Copy) | | | | |
|  | ● | Monthly VAT & Excise Liabilities calculated and arrange the fund for making the payment of Liabilities | | | | |
|  | ● | Filing the returns- VAT & Excise/Service tax | | | | |

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| ● | Liaoning with Sales Tax/Excise department and Banks for  minimized the bank charges. |
| ● | Salary Statement Check and arrange the fund for payment of Salary. |
| ● | Helping to senior for preparing the final accounts |
| ● | Arranging the data & other details for audit (Internal/External Audit & Government Department Audit) |

### M/s Adhunik Power Transmission Limited

(April 2013 to Nov 2016) (Position: Accounts Executive)

* + Cash and Bank Book prepared
  + Purchase and other Expenses Bill Book
  + Preparing the Creditors outstanding list and made the payment
  + Prepare the Bank Reconciliation
  + Preparing & Process invoice , Credit/Debit Notes of parties
  + Monthly VAT & Excise Liabilities calculated
  + Filing the returns- VAT & Excise/Service tax
  + Inter units transaction verify and prepare the reconciliation
  + Helping to senior for preparing the final accounts
  + Arranging the data & other details for audit

### M/s Vectus Industries Ltd

[Position : Associate Manager From 2016 to Dec2021 Tumkur Dahej,Gujarat& Africa (Ghana/Mozambique)]

### Role & Responsibilities:

* + Verification of Daily issue slips and confirm the RM and other materials issue to Production department from Store
  + Daily Production Report check with SAP data
  + Calculate the rejection percentage and discussing with production department for minimizes the rejection percentage if percentage is high compare with standard Percentage.
  + Calculating the freight Cost
  + AOP Report (Monthly Budget checking with books)
  + Preparing the Outstanding list and arrange the fund from Corporate office.

### Calculating GST/TDS and arrange the payments ●

**GSTR1 & GSTR 3B Data preparing and file the return**

### ,Data prepared for Annual Return.

* + All vouchers check and approve the payments at our end.
  + Cash Physically verify and cross check with Voucher and other supporting Documents
  + Physical stock taking at the end of the month and compares them with books and physical stock also reporting to corporate office regarding Stock statement.
  + Preparation of Letter of Intent, Sub-Contract & Supply Contract Agreements and ensure that these agreement are signed by concern parties.
  + Negotiating payment terms with contractors & other Parties and getting the approval from Management.
  + Follow up due payment from Customers.
  + Check the Contractor’s Bill as per Work order and ensure that all legal compliances are full filed.
  + Prepare the inter unites Reconciliation
  + Salary Statement Check and arrange the fund for payment of Salary
  + Preparing the details as per instruction of auditors for audit.

# Amalgam Steel & Power Ltd

(Presently Working From Jan 2022)

* + MIS {Cost Sheet(Daily Weekly & Monthly),Actual and Budget Variance,}
  + GST R1 & GSTR3B, GSTR2B Reconciliation.
  + Record the all expenses and income
  + Cash Disbursement
  + TDS Deducted and deposit
  + Data prepared for GSTR annual return
  + PO issue to party and negotiation with party also.
  + Preparing the details as per instruction of auditors for audit

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| **Additional Qualification**:  **Personal Details:** | Computer MS-office,Tally 9, SAP (S-4 Version SAP HANA) |
| **Fathers’ Name:** | Late S.C.Gorai |
| **Permanent Address**: | Bagbera Housing Society,  Road No.- 05, Qrt. No.- 170/2/3, Jamshedpur - 831002  Cell No.- 9771493218 |
| **Date of Birth**: | 13-04-1972 |
| **Marital Status**: | Married |

**Declaration**

I do hereby declare that the fact stated above are true, complete & correct to the best of my knowledge and brief.

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| Date: |  |  |
| Place: | \_ | **Subhash Kumar Gorai** |