**CURICULUM VITAE**

**SHYAMAL DAS.** 

C/o, Gayadhar Das.

C/29, Amarabati Lane.  
Sodepur, Kolkata – 700 110.

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**Career Objective:**

Always believes in living life in today. Every day is a new start and facing any critical situation is a challenge which keeps me grows throughout my life.

**Supporting Reason:**

* Good analytical skills combined with a good sense of reality.
* Committed & proactive. Well organized, dedicated & a good team player.
* Able to work with multidisciplinary teams & confident of achieving realistic target.

**Professional Experience:**

Name of the post : Accounts & Taxation Officer.

Name of organization : **M/s. Bhuvee Stenovate Pvt. Ltd. (BRG Group)**

Suite No. 402, Block -DP, Plot -5, Godrej Water Side, Kolkata, Salt Lake City, Sector -V, Kolkata 700091.

Tenure : 16th November 2015 to Till Date.

**Job Responsibilities:**

* **GST** (Migration, New Registration, GSTR 3B, GSTR-1 GSTR-2)
* **VAT, CST, Entry Tax & STDS** (Preparation of Tax Calculation with Interest, E- Payment of Tax, E- Return Filling, Preparation of VAT Audit Form 88, E- Waybill, ‘E 15’ Form, ‘C’ Form, ‘I’ Form, ‘F’ Form, ‘12A’ Form, ‘H’ Form, ‘E-I’ Form, ‘E-II’ Form, STDS Certificate Form 18 Issue, Assessment, Appeal, Revision & Settlement).
* **Income Tax** (Preparation of TDS Calculation, E- Payment of TDS Challan, TDS Certificate Issue)
* **Service Tax** (Preparation of Tax Calculation, E- Payment of Tax, E- Return Filling)
* **Central Excise** (Preparation of Tax Calculation, E- Payment of Tax)
* **Profession Tax** (Preparation of Tax Calculation, E-Payment of Tax, E- Return Filling, Case Preparation and Settlement)
* **Accounts** (MIS Report, Consignment Sales Report, Sale Patti maintained, Calculation of amount of reversal required on account of consignment sale, Sundry Debtors, Sundry Creditors, Party’s Ledger Reconciliation, Tax related adjustment entry made in Tally and ERP, Other Reports as per requirement of Management, Statement of Depreciation of Assets as per I T Act 1961 & Company Act, 2013 (FAR details), Statement of Interest on Fixed Deposit and Reconcile with Form 26AS, Form 3CD as per Income Tax Act, 1961 (Tax Audit U/S 44AB), Statement of Capital Work- in – Progress, and Preparation of Balance Sheet)

Name of the post : Assistant Accounts & Taxation Manager.

Name of organization : **M/s. Shyam Metalics & Energy Ltd. (Shyam Group)**

83, Topsia Road, Trinity Tower, Kolkata- 700 046.

Tenure : 25th December 2008 to 15th November 2015.

**Job Responsibilities:**

* **VAT, CST, Entry Tax & STDS** (Preparation of Tax Calculation with Interest, E- Payment of Tax, E- Return Filling, Preparation of VAT Audit, E- Waybill and ‘E15’- Form, ‘C’ Form, ‘I’ Form, ‘F’ Form, ‘H’ Form, ‘E-I’ Form, ‘E-II’ Form)
* **Income Tax** (Preparation of TDS Calculation, E- Payment of TDS Challan, TDS Certificate Issue)
* **Profession Tax** (Preparation of Tax Calculation, E-Payment of Tax, E- Return Filling, Case Preparation and Settlement)
* **Accounts** (Sale invoice, Purchase Invoice, Receipts Voucher, Payment Voucher, Journal Voucher, Cash Book, Bank Book, Bank Reconciliation, MIS Report, Sundry Debtors, Sundry Creditors, Other Reports as per requirement of Management and Preparation of Balance Sheet)

Name of the post : Accountant.

Name of organization : **M/s. Bengal Tax Councel Pvt. Ltd. (Tax Firm)**

10A/1, Anand Palit Road, Kolkata- 700 014

Tenure : 16th July 2006 to 24th December 2008.

**Job Responsibilities:**

* **VAT, CST, Entry Tax & STDS** (Registration, Payment of Tax, Return Filling, Way Bill, ‘C’ Form ‘I’ Form, ‘F’ Form, ‘H’ Form, Return Verification, Case Preparation and Settlement)
* **Income Tax** (Payment of Tax, Return Filling, Refund Rectification Petition, Payment of TDS Challan, TDS Return Filling, TDS Certificate Issue)
* **Service Tax** (Payment of Tax, Return Filling)
* **Central Excise** (Payment of Tax, Return Filling, Register Maintenance)
* **Profession Tax** (Enrolment, Registration, Payment of Tax, Return Filling, Case Preparation and Settlement)
* **ESI & PF** (Payment of Challan, Return Filling)
* **Accounts** (Sale invoice, Purchase Invoice, Receipts Voucher, Payment Voucher, Journal Voucher, Cash Book, Bank Book, Bank Reconciliation, Sundry Debtors, Sundry Creditors, and Preparation of Balance Sheet up to Finalization with Manual and Computerized)

**Academic Qualification:**

* 2006-Completed Bachelor of Commerce stream from the University of Burdwan.
* 2003-Completed Higher Secondary Examination from W.B.C.H.S.E.
* 2001-Completed Madhyamik Examination from W.B.B.S.E.

**Professional Qualification:**

* Master of Business Administration (Finance) from the Sikkim Manipal University (Pursuing).
* Certificate Course in PCAT from M/S Bengal Tax Counsel Educare.
* Certificate Course in Computer Science from Graphics Computer Centre.

**Course Contents:**

* Operating System : DOS, Windows.
* Packages : Word, Excel, Power Point, Access, Internet.
* F.A : Tally (6.3, 7.2, & 9), Fact, Ex-ngn & Accord.

**Personal Skills**:

* Comprehensive problem solving & decisions making abilities.
* Verbal and written communication skills.
* Speaking abilities in Bengali, Hindi & English.

**Personal Details:**

* Nationality : Indian.
* Marital Status : Married.
* Community : General.
* Date of Birth : 10th April 1985.
* Interest : Reading Books, Traveling & Swimming.

I do hereby solemnly declare and confirm that the above-mentioned CV given by me is correct.

Date: - Shyamal Das

Place: - Kolkata. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)