**CURRICULUM VITAE**

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| **Gobinda Podder.** |
| **200 Nalta Kali bari Road** |
| **Kolkata-700028** |
| **Sex- Male** |
| **Marital Status:- Married** |
| **Date of birth: 30/06/1983.** |
| **E-mail :- gobinda.podder@ltfinance.com.** |
| **Phone: - 9674190953** |

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| **Profile :** | Diploma in financial accounting with more than 9 yrs experience in maintain books of accounts, reporting, finalization of accounts, provisioning and strategic planning in account industry |
| **Educational qualification :** | B.COM (HONS)   * From Calcutta university * % of Marks 54.5 |
| **Computer Knowledge :** | * + Diploma in Financial Accounting with different accounting software.   + Familiar with advance Excel & power point. |
| **Language** | English  Bengali  Hindi (only speaking) |
| **Professional Qualification:-** | * **Myriad Techno India pvt ltd**   **Designation**  : Accountant  **Date of Joining** : 01/05/2006  **Date of living** : 30/11/2006  **Working Period** : 6 Months  **Responsibility** : Look after all the sales & purchase & reconcile the bank book. Also responsible for deposit the vat returns monthly to the respective department.   * **Tally India pvt ltd**   **Designation**  : Accounts executive cum trainer.  **Date of Joining** : 01/12/2006  **Date of Living** : 31/01/2008  **Working Period** : 1.1 yrs  **Responsibility** : Look after day to day sales purchase entry, stock reconciliation, all receipts, payment entry, BRS generation. Also responsible for TDS has been deducted properly & books of accounts are properly maintained & assets register are properly maintained.  In training module: - Took significant role for implementation & customization the software to fulfill the customer satisfaction. In the entire training module provide training such as big concern such as big .Jadavpur university, Top sell pvt ltd, Net guru pvt ltd, and Nidek Medical India pvt ltd e.t.c.   * **Family Credit Ltd (L&T finance ltd)**   **Designation**  :OFFICER ACCOUNTS    **Date of Joining** : 01/02/2008 to 31/05/2014    **Responsibility** : Look after all the centralized payment pan India such as ,all the outsource salary payment, Fixed assets  purchase ,entire ADMIN exp, LEGAL exp. e.t.c Handling S.Tax & T.D.S. Responsible for reconcile all the general ledger, debtors & creditors balance, Bank book & statutory liability. Also handle the payroll. Handling Income Tax. Presently working in Finnone software.  Responsibility for produce different type of M.I.S report at our head office at Mumbai.   * **L&T HOUSING FINANCE LTD:**   **Designation**  : SR ACCOUNTS EXECUTIVE    **Date of Joining** : 01/06/2014  **Responsibility** : Main responsibility to look after all accounts payable & receivable. Reconcile the Bank book. Capitalization of assets. Scrutinize the all general ledger. Monitoring the books of accounts & handling the income tax, payroll processing. Played significant role for finalization of balance sheet. Responsibility for handling statutory audit for every quarter. Also look after group company balance month to month. |
| **Key Skills:** | 1. Pro efficient in accounts finalization, budgeting, provisioning. 2. Pro efficient in handling VAT TDS & SERVICE TAX report 3. Ability to reconcile different General ledger 4. Ability to checking system accuracy in respect of each & every payment & receipt. 5. Reconcile bank statements. 6. Sound knowledge in handling Fixed Assets register with capitalization. 7. Proficient in SAP & Tally. 8. Payroll processing with handling Income Tax.   9)Pro efficient in accounts payable  & receivable. Resolve invoice  discrepancies.  10) Capability of generate different types of MIS report such as YTD report, Department wise cost report, schedule 6  11) Pro efficient in SAP & TALLY.  12) Pro efficient in Accounts receivable & Payable. Ability to handle more than 5 thousand billing in a month.  13) Capacity of provide the necessary report both internal audit & Statutory audit.  14) Behaviour is professional and patient also under depression. Ability to make effective  time planning. |
| **Detailed Achievements** | Successfully handling group company Tax, books of accounts, provisioning & Fixed assets & accounts receivable & payable. |
| **Additional Training:** | I have been completed training in recognition of participation in work shop with KPMG.  I have been participated with employee development program & basic fire safety training. |
| **Objective :** | To achieve the highest level of knowledge & expertise in the field if education & use the same to be part of growth of the organization. |

I hereby declare that the above information provided is true to the best of my knowledge.

Date:-19/11/2014

Place:- Kolkata Gobinda Podder.