# ***C:\Users\much8164\Desktop\Munmun.jpg MUNMUN CHATTERJEE***

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***CARRER OBJECTIVE:***

***To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.***

***PROFESSINAL SYNOPSIS***

* ***Result Oriented Professional possessing nearly 6 Years 11 monthExperience in Career.***
* ***Hardworking, Competent & Efficient.***
* ***Corporate, Production House and Construction Sites Experience, Professional Qualification, Problem Solving Ability with Analytical Skills, Attitude towards work and company.***
* ***Capacity to make balance between personal and professional life.***

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***EMPLOYMENT SCAN:***

***Name of the Company Pricewater House coopers SDC Private Limited (PWC)***

***Duration Sr Associate***

***Previous Designation***

***Duration From Dec’2012 to till now***

***ROLES & RESPONSIBILITIES***

* ***Deft at conducting the revenue & profit analysis of sector outlook.***
* ***A strategic planner with expertise in analysing existing systems & procedures, designing internal control systems and facilitating effective decision-making.***
* ***An effective communicator with excellent relationship building, analytical and negotiation skills.***
* ***Deft at facing any challenging situation and to resolve it with time management skills***
* ***Quick learner with positive & logical frame of mind and driven for results with flexible solutions.***
* ***Here I am looking for Tax profile under Canada corporate tax.***
* ***Handling different types of tax prep file &prepares returns of Individual,***
* ***Corporate Tax, Partnerships etc.***
* ***Win Super team Award & Spot award 2 times.***
* ***Now got promotion as Sr.Associate.***

***Name of the Company Matador services(a unit of J .J. Automotive ltd )Bengal Hyundai***

***Designation Sr. accountant***

***Duration From 16th Aug’2012 to & 7th Dec’2012***

***ROLES & RESPONSIBILITIES:***

* ***Cheking accouting vouchers which is made in ERP (Mas software developed by JJA)***
* ***Purchase Entries made in ERP software.***
* ***Looking vat, service tax, and other operations .***
* ***Making income & expenditure Report month wise & to analyse it.***
* ***Making cash flow statement. & checking as internal Audit.***
* ***Visit various workshops & checking all the report.***

***Name of the Company Ruia Sons Pvt Ltd***

***Designation Executive Finance & Accounts officer***

***Duration From 1st Oct’2008 to Mar’2011***

***ROLES & RESPONSIBILITIES:***

* ***Managing the payables & daily Liability Statement (own developed) and keep the management***
* ***Informed about the same.***
* ***Preparation of Daily BRS and its analysis. Comparing the BRS and daily liability statement.***
* ***Making TDS report & Submit TDS return***
* ***Maintain the service tax details input as well as output***
* ***Generation of several other reports like Monthly expenses (nature wise & Depart. wise)***
* ***Passing of bills, keeping a track of Budget.***
* ***Reconciliation of Ledgers of Group companies and month end provisions.***
* ***Has developed certain internal checks that are used while checking the bills and making***
* ***Accounting entries in order to avoid dual payment.***

***Name of the Company Dunlop India Ltd***

***Designation Accountant***

***Duration From 22nd Apr’2008 to 30th Sept’2008***

***ROLES & RESPONSIBILITIES:***

* ***Handling the sales software, daily cheque clearing, recording sales entry in tally, recording***
* ***Daily collection & Closing entry in Tally on month end.***
* ***Making different reports and maintaining the stock.***

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***PROFESSIONAL QUALIFICATION:***

***2007 Completed ICWAI-FINAL(First Attempt)(Stage-4) in Dec,2007 passed with 52% marks.***

***2007 Completed ICWAI-FINAL(First Attempt)(Stage-3) in June 2007, passed with 51% marks.***

***2006 Completed ICWAI-INTER (Stage-2 in June 2006., passed with 55% marks.***

***2005 Completed ICWAI-INTER(Stage-1) in Dec 2005?, passed with 62% marks.***

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***SCHOLASTICS:***

***2004 Completed B.Com (P) from Calcutta university, passed with 60% marks.***

***2001 Completed Higher Secondary Examination from W.B.C.H.S.E passed with 57.1% marks.***

***1999 Completed Secondary Examination from W.B.B.S.E., passed with 75% marks.***

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***TECHNICAL SKILLLS:***

* ***Completed DIPLOMA OF FINANCIAL ACCOUNTING- CMC LTD.***
* ***Working knowledge of MS\_WORD, MS-EXEL, POWERPOINT, and TALLY.***
* ***Completed 100 hours of compulsory computer training from-ICWAI.***

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***STRENGTHS***

***Good Communication Skill.***

***Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.***

***Sincere & Hardworking.***

***Comprehensive problem solving abilities.***

***Good Leadership Skills.***

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***HOBBIES:***

* ***Drawing,***
* ***Listening To Music,***
* ***Reading Story Books.***

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***PERSONAL DOSSIER:***

***Date of Birth : 07.02.1983***

***Fathers Name : Lt Sachindra Nath Chatterjee***

***Gender : Female***

***Marital Status : Unmarried***

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

***Address : 66.R K Ghosal Road, Kolkata-700042.***

***Declaration - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.***

***Date:***

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*Place: (MUNMUN CHATTERJEE)*