**SAGAR BANERJEE**

*GoarBhatenda, Rajarhat, 24 PGS (N)*

*Kolkata - 700 135*

*Contact No. – +91 9804749366*

*Sagarbanerjee99@gmail.com*

**Objective**

Intend to build a career in a company of repute with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

**Education**

* B.Com (Hons) in 2010 from University of Calcutta ( 56.25%)
* Higher Secondary in 2007 from W.B.Board (51%)
* Secondary in 2005 from W.B Board (56.25%)
* Taxation Course from Bengal Tax Council.

**Skills**

* + Good Knowledge of PL & Balance sheet
  + Good knowledge of Vat, Cst, Service Tax and PF ESIC
  + Tally ERP 9, Ace, Coral ERP (VAT, CST, TDS, Service Tax, Statutory E- Filing)
  + Income tax
  + Central Excise
  + Pay roll (Salary process)
  + PF, ESIC, LWF, P.TAX, Gratuity
  + Knowledge of Microsoft office (Excel, word)

**Professional Experience**

Worked At PelicanMaritime Services Pvt. Ltd. as Accountant from Aug’2012 to June’ 2014.

* Worked in Tally ERP 9 4.2 Version
* Handling sales Tax (Vat, CST, Entry Tax), P.Tax.
* Handling Cash Distribution, Cash Book & Register, Preparing Bank Reconcile Statement
* Maintain Purchase Books Stock Register
* Vendor Accounts Maintain
* Sales Books &Debtors Accounts Maintain
* Computation Service Tax Liability and Payment
* Computation TDS Liability & TDS Receivable, TDS Return, Follow Up for TDS Certificate
* Income Tax Return Preparation, Annual Return.
* Finalization of Accounts
* Convince Auditors for Audit Matters

Worked at Jai Balaji Industries Ltd for the position of Officer- Accounts (S1), from June’ 2014 to April’ 2017.

* Salary Process of HO And checking salary of all factory unit
* PF, ESIC, LWF Liability Computation, Payment, E-Filing
* Conduct for ESIC & PF Dept. hearing and documents Preparation
* Tds Computation, Payment, & E- Filling of Return
* Damages & Interest (7Q,14B) Calculation and Provision for PF, ESIC
* P.Tax Liability computation Payment and E-Filing of Return
* Notes Of accounts, Actuarial Valuation, Leave Register, Bonus and Exgratia Computation
* Conduct for ESIC & PF Dept. hearing and documents Preparation
* Books of accounts maintain
* Computation Vat & Cst liability monthly basis, Online payment, Return filing. Online Way bill generation. C form register maintain and flow up to the customers.

Currently working at **BRG GROUP** (IRON & STEEL INDUSTRIES) for the position of Officer- Accounts (M3) from April’2017 to Present.

* Preparation of Balance Sheet
* Preparation of Tax Audit Report (3CA, 3CD)
* TDS Computation, E- Filing, Online Correction statement in Traces, and Online Payment.
* Generation of Tds Certificate. (Form 16, 16A) from Traces.
* Service Tax Liability computation (RCM), Payment, Return
* Maintaining books of accounts with hundred percent accuracy, providing various accounting statements with analytical comments as needed by the HOD.
* Actively contributing in finalization of accounts with timely inputs.
* Reconciling debtors and creditors accounts and raising debit /credit notes as required straightening the accounts.
* Playing vital role in monthly closing of accounts
* Reconcile Inter Company, vendor, suppliers.

**Preferences**

* Accountants, Taxation

**Personal Details**

Date of Birth : 19/08/1989

Father’s Name : Shyamal Banerjee

Language Known : English, Bengali, Hindi

Nationality : Indian

Region : Hindu

Sex : Male

Marital Status : Single

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place : Signature