**AMIT DEY**

**4/6, Sodepur road, Behala, Kolkata-700082Mobile:9674885659/7890830172,E-Mail:advocateamitdey@gmail.com,advocateamitdey@yahoo.co.in**

**Aiming for Career enrichment in the areas of Accounts & Taxation with a reputed Organization**

**Career Synopsis**

* Seasoned administrator with over 13 years’ experience in the field of Accounts & tax
* Currently associated in India Tyre & Rubber Co. Ltd (Ruia Group) as Accounts & Tax Executive
* Rich experience in Supervising and managing end to end accounts activities including preparation ,consolidation and maintenance of Books of Accounts, Preparation of ledgers etc
* Proven track record in streamlining work procedures, standardizing internal controls &processes, and formulating cost effective business solutions for enhancing accounting.
* An effective communicator with **strong analytical** skills and effective people management & leadership abilities.

**Areas of Strength**

**~**Central Excise Compliance ~Cost Analysis ~ Management reporting (MIS)

~Audit Taxation ~Statutory Compliance ~ Business Process Review

~Finalization of Accounts ~EPF & ESIC Compliance

**-Page 1 of 5-**

**Employment Scan**

**Since July’ 2016 India Tyre & Rubber Co.(I) Ltd(Ruia Group) as . Accounts & Taxation Executive**

* Calculation & online payment of Service tax
* E-filing Service tax return(ST-3),application for new R.C(St-2)
* Calculation & online payment of Vat CST & Prof tax for clients
* E-filing of Vat return(form-14)& CST return(form-1)& P.tax return
* Generation of e- Way Bills(form 50A) & “C” form
* Filing of TDS return(Form 24Q,26Q) & generation of TDS Certificate
* Reconciliation of Party ledgers, Branch ledgers,TDS receivable figure with 26AS
* Preparation of Financial reports(P/L,B/S)

**Since March’ 2016 Taxmantra (tax Consultancy & Chartered firm) as Sr. Accounts Executive**

* Calculation & online payment of Service tax of clients
* E-filing Service tax return(ST-3),application for new R.C(St-2) for clients
* Calculation & online payment of Vat CST & Prof tax for clients
* E-filing of Vat return(form-14)& CST return(form-1)& P.tax return for clients
* Generation of e- Way Bills(form 50A) & “C” form
* Filing of TDS return(Form 24Q,26Q) & generation of TDS Certificate for clients
* Reconciliation of Party ledgers, Branch ledgers,TDS receivable figure with 26AS
* Filing of Form 11 of P.F & generation of UAN for employees’ of client s
* Filing of appeal cases before the Service Tax/I.tax /Sales Tax Commissioner & appear for hearing thereof for clients
* Liaison with the Bank & other Govt. authority & preparation of drafting in respect to notice & show-causes of govt. authority

**- P 2 of 5-**

**Since July 2014 to March’2016 Austin Distributors (P) Ltd(Austin Group) as Sr. Accountant**

* Calculation & online payment of Service tax
* E-filing Service tax return(ST-3),amendment of R.C(St-2)
* Calculation & online payment of Vat & CST
* E-filing of Vat return(form-14)& CST return(form-1)
* Generation of e- Way Bills(form 50A) & “C” form
* Filing of TDS return(Form 24Q,26Q) & generation of TDS Certificate
* Reconciliation of Party ledgers, Branch ledgers,TDS receivable figure with 26AS
* Filing of appeal cases before the Service Tax/I.tax /Sales Tax Commissioner & appear for hearing thereof
* Liaison with the Bank & other Govt. authority
* Preparation of Financial Statements(P/L & B/S)

**Jan 2013 to June 2014 with Hotel Casa Fortuna(Unit of French Motor Car Co.)as Asst. Accts Manager**

* Handling & preparing daily/fortnightly/Monthly MIS
* Preparing & checking Vendor Payments
* Reconciliation of Bank & Party ledgers
* Handling statutory & Internal tax group ,audits and related auditor queries
* To appear before different statutory departments such as Sales tax, Service tax, Profession tax,E.P.F, E.S.I.C as & when necessary ,liaising with Govt. Departments& statutory bodies.
* Online Payment & submission of Returns(TDS,Vat,SalesTax, Luxury tax,ServiceTax,P.Tax,E.S.IC)

**April 20 11 to Jan 2013 with Uro Autotech Ltd. as Sr. Accounts Executive**

* Handling the preparation of monthly MIS-finance Pack, comprising of detailed cost analysis, pertaining to reconciliation, analysis& reporting for nearly 45 G/L s at the vendor level.
* Undertaking cost analysis and scrutiny of Current Liabilities ,loans & advances ,personal expenses ,administrative & other expenses head along with the remarks

Adhering to various statutory requirements & liaising with statutory /internal tax group for audit related queries

**Distinctive Highlights**

* Actively participated in :
* Handling statutory & Internal tax group ,audits and related auditor queries
* Filing of Excise,P.tax ,Service tax,Vat return &liaison with different statutory departments such as Sales tax,Excise,Profession tax as &when necessary

**- Page 3 of 5-**

**April 2008 to Feb 2011 with Diamond Group**

**Distinctive Highlights**

* Deputed the daily accounts work, pertaining to:
* Bank & cash entries in computerized environment
* Reconciliation of bank & Party ledgers
* Ensuring payment of statutory Payments
* Assists in finalization of Accounts

**Jan 2005 to March 2008 with Lalani Infotech Ltd.**

**Distinctive Highlights**

* Bank & cash entries in computerized environment
* Reconciliation of bank & Party ledgers
* Assists in finalization of Accounts

**Feb 2003 to Dec 2004 with JMP Associates (Chartered Accountants)**

**Distinctive Highlights**

Update of accounting entries in computerized environment (Tally)

Reconciliation of Bank entries & Party ledgers

Calculation of TDS for clients & preparation of TDS Challan

Assisting to Finalization of Accounts

**Academic Credentials**

* L.L.B in 2010(Enroll No. F/2388/2010)
* B.com from Syamaprasad College,C.U,Kolkata(India) in 2001
* H.S from W.B.C.H.S.E ,Kolkata(India) in 1998
* S.C from St. Helen School,I.C.S.E curriculum, Kolkata(India)

**Computer Proficiency**

* Working knowledge of MS Office ,Accounting Package-Tally 9(ERP) version

**- Page 4 of 5-**

* Member Bar Council of West Bengal &Alipore Bar Association& Direct taxes Bar association

As I am L.L.B holder So, I have adequate knowledge of Drafting,Documentation,Administrative Work and also Legal Matter, and also help to Organization in future P.F,E.S.I.C,Labour Laws, Pollution Control Board, Fire station related Matter,Panchayat Municipalty & Taxation Matter

**Personal Dossier**

Father’s Name : Amar Dey

Date of Birth : 5th July, 1977

Marital Status : Married

Languages Known : English,Hindi,Bengali

References : To be furnished on request

Salary drawn : 25,000 CTC P.M

Salary expected : 30,000 CTC P.M (Negotiable)

**Declaration**

I do hereby declare that all the information provided by me above is true & correct in all respect to the best of my knowledge & belief.

**-----------------------------------**

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

**Place: Kolkata** (Signature of the Applicant)

**- Page 5 of 5-**