**AMIT KUMAR DROLIA**

Flat 3B, 3rd Floor, Kinjal Appt., 333/L, Jessore Road,Kolkata-700 089.

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***CAREER OBJECTIVE***

To be associated with an organisation where my talent and focused efforts could be utilized with ample opportunity for growth.

***CAREER SCAN***

**March,07 – April,09 T.P. Dangi & Associates. (Mumbai)**

**(Article Assistant)**

**May,09 – September,10 Gopalka & Associates. (Kolkata)**

**(Article Assistant)**

**June,11 – May,14 Drolia Sales Pvt. Ltd.**

**(Accountant)**

**June,14 - Apr-15 Care Medical Solutions Pvt. Ltd.**

**(Accountant )**

**May,15 to March,16 Jay Shree Tea & Industries Ltd.**

**( Accounts Executive)**

**Sep,16 to till Date French Motor Car Co. Ltd.**

**(PA to MD’s Office)**

***Job Responsibility***

* Debtors Collection, Coordination with Internal & Statutory Auditors, Collection of various types of

Forms i.e. ‘C’, ‘F’, etc. from parties, Preparation of Agreements of Consignment Agents, Valuation of

Closing Stock (Teas) at quarter and at year end, Sales Reconciliation, Reconciliation of Debtor Ledger,

Brokerage payment to Consignment agent and broker.

* Preparation and Finalization of Books of Accounts for various trading Companies.
* Preparation of Accounts as per Schedule – III .
* Maintenance of Stock and Stores Ledger.
* Filling of Income Tax Returns for Company, Partnership and Sole Proprietorship Assesses.
* Company formation including drafting of Memorandum and Articles.
* Application for DIN, PAN, TAN, VAT, and other statutory registrations required.
* Scrutiny and registration of trust under Income Tax Act.
* Preparation of reconciliation for TDS and filling of returns.
* Appeared for Hearings in respect of Income Tax related matters.

***PROFESSIONAL & ACADEMIC QUALIFICATION***

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| --- | --- | --- | --- | --- |
| ***Examination*** | ***University*** | ***School/College*** | ***%*** | ***Year*** |
| CA Final | ICAI | ICAI | 51 | 2017 |
| CA INTER | ICAI | ICAI | 53 | 2010 |
| B.COM ( Finance & Auditing) | Mumbai University | K.P.B. Hinduja College Of Commerce | 74 | 2009 |
| HSC | Maharashtra Board | P.D.L. College Of Commerce & Economics | 75 | 2006 |
| Matriculation | Bihar Board | K.R.K. High School | 68 | 2003 |

* Got Merit Certificate From College & Ranked 7th In First Year.

***IT Skills***

* Well versed with Microsoft applications including Excel, PowerPoint and Word.
* Worked knowledge in Tally of various versions including ERP and other customized software’s like Arrow, Artis etc.

***Personal Details***

Father’s Name : Shri Awadh Drolia

Date of Birth : 10th December, 1988

Passport Validity : Valid up to 2023

Languages Known : English, Hindi