

# GARGI ROY CHOUDHURY

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## CONTACT

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51A LAKE PLACE, 2ND FLOOR,  
KOLKATA-700029

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**Phone:** 6291483771

## WORK EXPERIENCE

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### ASHIAN OILS PVT LTD

**APRIL 2022 – MAY 2023**

Senior Accounts Manager

- GST return preparation & filing
- TDS/TCS return preparation & filing
- Income Tax return preparation & filing for group companies & individuals
- Assisted in monthly Balance Sheet & P/L preparation
- Legal matters drafting

### BDB EXPORTS PVT LTD

**JAN 2018 – MAR 2022**

Senior Accountant

- Handled all works related to TDS, TCS, GST & Payroll management
- Income Tax return preparation & filing for group companies & individuals
- Assisted in monthly Balance Sheet & P/L preparation
- Interacted with tax authorities & legal concerns related to financial matters
- Assisted in Export documents preparation

### JEET CONSTRUCTION PVT LTD

**APR 2016 – DEC 2017**

Accounts Assistant

- Making entries in Tally software
- Produced tables, pivot reports & charts for use in key decision making processes
- Performed assessment of accounts including A/R, A/P, equity, debt & revenue

### CHARTERED FIRM

**FEB 2013 – FEB 2016**

Article Assistant

- Worked on audit engagements for wide variety of industries, including Banking, manufacturing, non-profit & engineering establishments
- Performed auditing work in accordance with Generally Accepted Auditing Standards
- Performed Concurrent audits, statutory audits & stock audits of Banks
- Assisted in conducting tax audits

## QUALIFICATIONS

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- Completed CA inter from Institute of Chartered Accountants of India, Kolkata Chapter in 2016
- Completed Advance IT from Institute of Chartered Accountants of India, Kolkata Chapter
- Completed Orientation Program from Institute of Chartered Accountants of India, Kolkata Chapter
- Awarded Merit Honour in Classes- XI & XII

## EDUCATION

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### CA INTER

INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Secured 50% marks

2013 – 2016

### BCOM (HONS)

CALCUTTA UNIVERSITY

Secured Division-1 from South City College (Morning)

2007 – 2010

### HIGHER SECONDARY (12TH)

WBBHSE

Secured 72% from Gokhale Memorial Girls' School

2007 – 2007

## INTERESTS

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- Journaling
- Singing
- Reading Books
- Content writing

## REFERENCES

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References available upon request.