

# **HIMANSU KUMAR SETHI**

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**Phone no:** 9563818775

## **Address:**

33/C

Gobinda Ghosal Lane, Harish  
Mukherjee Road.

Kolkata

West Bengal - 700025

## **CAREER OBJECTIVE**

To secure a firm foothold in the field of Finance by becoming a part of the team that works dynamically towards the growth of the organization.

## **KEY STRENGTHS**

- Strong in finance and accounts.
- General ledger keeping and controlling.
- Excel well versed
- Hard Working
- Dynamic Personality
- Ability to adapt to a changing environment quickly
- Strong Analytical skill
- Self-Motivation

## **WORK EXPERIENCE**

- Working at Hindustan Copper Limited (A Govt. of India Enterprise, Miniratna Category-1) as Management Trainee Finance from 12.04.2016 to till now.
  - All work related to LC AND BG.
  - Bank section Work.
  - Monthly Stock Statement to bank.
  - CMA Data quarterly.
  - Foreign Payment.
  - Making New Investment, Renewal, maturity and Redemption of FD & MF and monthly Entry in ERP and reconcile it.
  - BRS of All bank of Head office.
  - Return of Professional Tax and TDS.
  - Return of sales tax, and Custom Duty.
  - Details of Daily Fund Position and reporting to DGM finance.
  - Information submitting to cost auditor time of cost audit.
  - Making of Bill of Entry for Bank.

- Experience in Instrumentation Limited (A Central PSU) as Officer Finance and Accounts (on contract basis) from 05.06.2015 to 18.03.2016.
  - Work related to CCMC (Community Centre Member Committee), Checking of Collection of Quarter Rent, Account Statement
  - Checking of Mail of DF Office and reply mail.
  - BRS
  - Online Monthly ECR Return and Challan generating.
  - Submit Details of Investment In EPF Fund.
  - General ledger keeping and controlling.
  - Maintaining cash book and Ledger of Pf and Gratuity.
  - Preparation of Trail Balance, Income & Expenditure account, and balance sheet of PF and Gratuity.
- Experience from Chatterjee & Co. as Audit assistant from 05.01.2013 to 22.04.2015.

**Job Responsibility:**

- Working as Officer Finance & accounts.
  - General ledger keeping and controlling.
  - Maintaining cash book and Ledger of Pf and Gratuity.
  - Preparation of Trail Balance, Income & Expenditure account, and balance sheet of PF and Gratuity.
  - Maintaining Account Statement of Community Centre.
- Experience in Internal Audit of WBSEDCL and Sales audit of MCL under costing firm.

**Responsibility:**

- Checking of billing, metering and collection management as team member.
- Checking of information relating to road sale, rail sale, sale under mstc of Mahanadi coalfield ltd. in an audit team as audit member.
- Stock Audit of borrowed Units of banks.
- Cost audit.
- Reporting to Senior Cost accountant.

**QUALIFICATION**

| <b>Course</b>    | <b>Institute</b>  | <b>Scores (%)</b> | <b>Year of Pass</b> |
|------------------|---|-------------------|---------------------|
| CMA (ICWA)       | EIRC OF ICAI, KOLKATA   | 54                | 2014                |
| B.Com (Hons.)    | Kendrapara Autonomous College Under Utkal University, Odisha. | 68                | 2010                |
| +2 (Commerce)    | S.S.J Mohavidyalaya, Rajnagar Under Utkal University, Odisha. | 62                | 2007                |
| 10 <sup>th</sup> | Rajnagar High School under BSE Odisha.                        | 46                | 2005                |

## COMPUTER KNOWLEDGE

- Basic Computer Knowledge as word, excel
- Tally.
- OCAC

### PERSONAL DETAILS

- Father's Name : Mr. SHARAT KUMAR SETHI
- Mother's Name : Mrs. PADMABATI SETHI
- Date of Birth : 5<sup>th</sup> May 1990.
- Language Known : Can read, write & speak – English, Hindi, Oriya & Bengali
- Hobbies : Reading books, playing cricket and surfing websites.
- Permanent Address : S/o. Sharat Kumar Sethi  
At/Po- Rajnagar  
Dist. - Kendrapara  
Pin- 754225  
State- Odisha

### **DECLARATION:**

I hereby declare that the above-mentioned information is correct up to the best of my knowledge & belief.

Thanking You.  
Himansu Kumar Sethi

*Date:*

*Place:*