

KUNAL RUDRA

Plot-164/3, Street 11, Pragati Nagar,
Risali, Bhilai, Durg (CG) - 490006
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OBJECTIVE:

Would like to work with an organization which gives me a platform to use my expertise and skills for mutual growth and benefit of organization and myself.

ACADEMIC QUALIFICATION:

S.No	Course Name	College/School	University/Board	Passing Year
1	M.Com	St. Thomas College, Bhilai	Pt. Ravishankar Shukla University, Raipur	2012
2	B.Com	St. Thomas College, Bhilai	Pt. Ravishankar Shukla University, Raipur	2010
3	H.S.C.	D.A.V Public School, Hudco	CBSE	2007
4	S.S.C.	Senior Secondary School, Sector-X	CBSE	2005

SKILL SET:

- ❖ Professional Certification in TALLY (7.2 & 9.0)
- ❖ ERP (Enterprise Resource Planning)

WORK PROFILE:

- ❖ **Worked as Accountant at CCM Metal Tech Private Limited (Bhilai) – 09th May 2016 to Present**

- Prepare, examine, and analyze day to day accounting records;
- Review and process income / expense reports;
- Payroll administration and salary preparation;
- Reconcile and maintain bank accounts;
- Prepare and submit weekly/monthly reports;
- Update financial data in databases to ensure that information will be accurate and immediately available when needed;
- Implementing and maintaining internal audit and financial controls;
- Drafting of Agreement;
- Coordinate with CA and other departments for preparation of documents as per work assigned by them related to:
 - ✓ RCMC registration documentation and processing.
 - ✓ EPCG license documentation and processing.
 - ✓ Custom Clearance documentation.
 - ✓ Bank related documents.
 - ✓ GST Return.

- ❖ **Worked as Accountant at Golechha Equipment Pvt Ltd (Raipur) – 26th May 2014 to 30th April 2016.**
- ❖ **Worked as Accountant at Navrachna Samaj Sevisanstha (Bilaspur) – 22nd January 2013 to 30th April 2014.**
- ❖ **Worked as Accountant at Hanumant Construction Pvt Ltd. (Raipur) – 14th September 2012 to 21st January 2013.**
 - Day to day accounting transactions;
 - Preparation of Bank Reconciliation on daily basis;
 - Preparation of Sales, Collection & Payment report on daily basis;
 - Preparation of Debtor's outstanding statement on weekly basis;
 - Preparation of Debtors reconciliation statement;
 - Preparation of Payroll Statement (Pay slip);
 - Payment of all vendors (NEFT/RTGS/Cheque) & office expenses;
 - Making of sales bill to the parties;
 - Working of Sales Tax, CST, Entry Tax and TDS on monthly & quarterly basis;
 - C-Form related;
 - Internal Auditing & Preparing Auditing Reports;

TRAINING:

- ❖ Worked with "Ideal Construction, Raipur" from 1st May, 2011 to 13th September 2012.
- ❖ Worked with "CA Deepankar Samaddar & Associates" from 1st February 2014 to 24th May 2014.

ADDITIONAL ACHIEVMENTS:

- ❖ Secure 1st position in M.com final year 2012 at St. Thomas College, Bhilai.
- ❖ Participate in National level football tournament in 2010-11 held at Ranchi.
- ❖ Participate in State level football tournament in 2010-11 securing first position.

PERSONAL INFORMATION:

Father's Name	:	Shri P.K.Rudra
Mother's Name	:	Smt Ruma Rudra
Spouse Name	:	Chayonika Paloi
Date of Birth	:	26 th March 1990
Gender	:	Male
Languages known	:	English, Hindi and Bengali
Hobbies	:	Playing cricket, athletics, football & Making drawings

DECLARATION:

I hereby declare that the above information is correct to the best of my knowledge.

Date:

Place: Bhilai

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