

PINAKI DAS

Mobile + 91 8335019454

Address : 87 OF 51 JAWPURE ROAD,
DUM DUM,
ROYMULLICK COLONY
KOLKATA – 700030

E Mail I.D. idpdas@gmail.com

□ PROFILE :

- A. Thirteen years of professional experience in Corporate Accounts and Taxation.
- B. Depth of knowledge in statutory matters pertaining to GST, T.D.S., E.P.F., E.S.I.C., P Tax, Income Tax.
Exposure in GST: Experience in filing GSTR-1, 3B, 6, 9, 9C, Refund filing in RFD-01
GST Audit & Reconciliation between portal data and books of accounts.
Sound knowledge on CGST Act 2017, Waybill provisions, Latest amendments in
Various provisions of GST Act., Ample knowledge of GST offline utility tools.
Exposure in TDS: Experience in filing TDS Returns in Form 24Q & 26Q, rectification or amendment in
Returns through Correction Statement both online & offline using “Tin-nsdl RPU”
Utility, besides knowledge in various return preparatory software. Through knowledge
of TDS provisions. Experience in drafting replies & representation in litigations with
Income Tax Department.
Exposure in Income Tax : Experience & knowledge of advance tax planning for corporate & individual tax
Payers, Income Tax computation & ITR filing for individuals & corporates in various
ITR Forms in ITR-1, 2, 3.
Exposure in EPF, ESIC & P Tax : Experience in determination of monthly statutory liability of EPF,
ESIC & Professional Tax, e generation of monthly ECR of EPF & ESIC in portal
& submission of yearly Professional Tax Return in Form III.
- C. Computer savvy. (Depth of knowledge in M.S.Office & Windows).
- D. Commerce Graduate from the University of Calcutta.
- E. Diploma in “Corporate Accounting & Taxation” Course from The George Telegraph Training Institute.
- F. Skills (Fast learner, hard working, punctual, ability to work in a group).

□ PROFESSIONAL EXPERIENCE :

A. May 2019 – Present

Working in **L S Davar & Co** (Calcutta based Law Firm engaged in providing legal assistance & related services in matters pertaining to Intellectual Property Rights & Patent Rights to it's clients in both domestic & overseas locations) as Senior Accounts Executive.

JOB PROFILE :

- # Analysis of unit wise profitability & implementation of expense control measures
- # Supervision & implementation of standard accounting policies
- # Preparation of Balance Sheet & Profitability statement at regular interval
- # Statutory compliance pertaining to both Direct & Indirect Tax matters
- # Prepare and submission of GST & TDS return within stipulated time frame.
- # Determination of monthly GST, TDS, EPF, ESIC, P Tax liability & submission with appropriate government treasury within stipulated time frame.
- # To look after banking and related issues.
(i.e.; Bank Guarantee, EMD, DD, monthly Stock Statement for Cash Credit account, initiation of e_transfer through applicable modes, Bank Reconciliation etc at regular interval.)

B. **June 2015 – April 2019**

Have worked in **Colliers International (I) Property Services Pvt Ltd** (Calcutta branch of MNC named **Colliers International**, engaged in providing services like Facilities Management, Office Services & Project Management) as Branch Accountant.

JOB PROFILE :

- # Prepare and submission of GST & TDS return within stipulated time frame.
- # Determination of monthly GST & TDS liability & submission at appropriate government treasury within stipulated time frame.
- # Preparation of multiple MIS reports using advanced excel features
- # Prepare and provide monthly viability & profitability statement of the region.
- # Debtors and Creditors ageing analysis at regular interval
- # Debtors and Creditors reconciliation on quarterly basis.
- # Statement of accounts receivable and payable at regular interval.
- # Regional collection update and projection forecast on weekly basis.
- # Preparation of statement of actual billing for the month and projected forecast for next month.
- # Client invoicing in indigenous ERP software and submission within stipulated timeframe.
- # Examine and scrutinize vendor invoices before forwarding the same to HO for payment process.

C. **May 2012 – May 2015**

Have worked in **“FLUID ENERGY SYSTEM PVT LTD”** (dealer of German pump & accessories manufacturer **“WILO – MATHER & PLATT”** in eastern India region) as Accounts In charge.

JOB PROFILE :

- # To look after statutory obligations related with Sales Tax(VAT, CST), Service Tax, TDS, Professional Tax, EPF & ESIC. Return filling, determination of monthly statutory liability and submission of the same to appropriate Govt.treasury within stipulated period of time. Generation of e-Waybill and forms related with interstate transactions as and when required.
- # Preparation of P & L and Balance Sheet on monthly basis by retrieving data from Tally.
- # Reconciliation of Bank Statement with Books of Accounts on daily basis and ensuring smooth flow of banking transaction.
- # Debtor and Creditors follow-up along with marketing people to ensure smooth fund flow.

D. **November 2009 – April 2012**

Have worked in **“PLASTO CHEM Pvt. Ltd.”** (a manufacturing concern where plastic and poly carbonate materials are manufactured) as Accounts Executive.

E. **May 2008 – October 2009**

Have worked in **“J.R.TRADE IMPEX Pvt. Ltd.”** (dealer in Construction equipments & authorized service provider for **“TATA MOTORS”**) as Accounts Executive.

□ COMPUTER KNOWLEDGE :

- A. Operating System : Windows.
- B. Word Processing : MS. Word.
- C. Electronic Spread Sheet : MS. Excel.
- D. Presentation : MS. Power Point.
- E. Accounting Software : Tally, ERP-Exactly, MS Dynamics

□ ACADEMIC QUALIFICATION :

- A. Bachelor of commerce, from the University of Calcutta, in the year of 2007.
- B. Passed Higher Secondary examination, under W.B.C.H.S.E., in the year of 2004.
- C. Passed Secondary Examination, under W.B.B.S.E., in the year of 2002.

□ PROFESSIONAL QUALIFICATION :

- A. Passed the Certified **Professional Accounting & Taxation** course, from “The George Telegraph Training Institute”, in the year of 2009. The duration of the course was of one year.

□ TRANSFERABLE SKILLS :

- A. Ability to learn things quickly ,
- B. Ability to work hard to achieve the desired goals ,
- C. Punctual & will to complete any kind of task given, within the scheduled time period ,
- D. Ability to work in a group.

□ CAREER OBJECTIVE :

To occupy a position in a result oriented organization that seeks ambitious and career conscious individual, where acquired skills and education will be utilized towards continuous growth and advantage.

□ CURRENT REMUNERATION DRAWN : Rs. 3,64,000.00 (CTC) P.A.

□ EXPECTED REMUNERATION : Rs. 25% hike over present CTC.

□ NOTICE PERIOD : 30 Days (Negotiable)

□ PERSONAL INFORMATION :

- A. Date of birth : 11th October, 1986
- B. Father's name : Dulal Das
- C. Community : Hindu, General Caste

DECLARATION :

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Dated :

Place : Kolkata

Acknowledgement