



## CmaJai Gopal Singh

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**:-CMA -(Cost Accountant), LLB(Tax) M.com ,CA -Final :-**

### ORGANISATIONAL SCAN

#### Objective:-

Seeking a challenging environment where I can contribute to maximum in achieving the goals of the organization through my smart work, commitment & ownership along with opportunities continue on the learning path

#### Work Experience & Responsibility

Work experience more than 13 years of experience in accounts-Finalization of Balance sheet/store/purchase/shipping dispatch administration hr and procurement in manufacturing industry

.Key role skill..Key commercial manager account head hr manager purchase manager and management (SAP Module ERP,Tally-4yrs

#### 1. Company :M/S Diamond Beverages Pvt Ltd..... Kolkata (West Bengal)

Diamond Beverages Pvt Ltd is involved in beverages manufacturer and bottler manufacturer of Coca cola company. Annual Turnover of Company is Rs. 275 Crores

**Designation :** Asst Accounts Manager (Account/Finance)-Grade-10

**Job Duration :** August. 2017- Till Date

**Key Deliverables:** There I have handled following works independently under Jaguar Environment

#### • Accounts

- Monitoring the day to day accounting activities.
- Managing and maintain decent relationship with vendors/OEMs to ensure their support in sales and purchase
- Maintain the total production and sales report in our unit and also check bank book and cash book
- Stock Valuation and Maintenance of Fixed Assets Register and accounting of the same.  
Reconcile the books(Payable & Receivable-Accounts) ,Jar stock trade statement physically verification of spare parts ,Raw material and Finished goods and directly report to Chairman and Managing Director
- Physical verification of Finished goods and checking flavor adjustment ledger for Shortage of F/G
- Monthly and quarterly tax return checked ( GST/TDS) submitted and inform to the Director and GM..
- Daily basis cash vouching and fortnightly physical cash verification and report to the GM.
- Daily basis transfer of bills through system (Service/Inventory)
- Checking of PSR Report(daily basis production re[ort/breakage/variance of loss analysis
- Daily basis invoice transfer , Daily basis cash vouching.

#### **Balance Sheet Finalisation**

- G.P rate comparison with last year./Audited fees to be entered ..Check cash expenses vouchers.
- Reconcile sale purchase with sales tax return. Depreciation entries. Reconcile all Bank accounts
- Confirmation of secured and unsecured laons/ Checking of Sundry Debtors/Sundry Creditors with debit balance and credit balance.Bonus sheet tallied with bonus paid in cash and by Cheque.
- Checking of signed copy Debit / notes & Cash receipts/ Discount to customer or Short and excess or Bad Debts vouchers.
- Checking of all heads in previous year P & L .Trading Balance sheet with current year. Checking of all dues

With ITR ,GST/TDS/ESI/EPF.Depreciation entries TDS certificate with relevant ledger.TDS return with relevant ledger.

- **Costing**

- Actual fuel consumed by vehicles in daily basis, fuel increase or decrease for the current quarter compared to previous quarter. Checking of KM(opening –closing) maintained in log sheel
- Coordinating the procurement of Raw materials for production and review data reports
- Managing day to day operation in purchasing product and vendors management receiving warehousing stocking and picking/Shipping operation as well as carrier management
- MIS report maintaining for each vehicles. Checking of tenure EMI loan amount, interest rate of commercial vehicles. Loading of cases controlling by vehicles maintained by warehouses.
- Time maintaining report submitted with systematic way for every vehicles. Maintained by security.
- Vehicles tracking by GPRS maintained in log sheet. Sourcing of auto parts checking invoicing accordingly.
- Preparation of profit centre wise,Detail analysis of all the direct costand material consumed.
- Monthly inventory verification,Preparation of margin analysis.Understanding of AR/AP accounting process
- Preparation standing costing for newproduct. and review of inventory ageing analysis.
- Preparation sales MIS & variance analysis ,Cost actualization working.

- **Finance**

- Monitoring the fund position and vendor payment to ensure payments are released as per credit terms & policy.
- Timely reconciliation with vendors and make payment as per their requirement
- Improving the operational systems process, and policies to support the organization”s mission
- Payroll management organization of financial documents,Overall financial management system and controls
- Supervising and increasing the effectiveness of support service (Finance,HR & Shipping)through contant Improvements.Idenentifying and managing risks issues and dependencies.

- **Others**

- Supervision of monthly salary / wage processing.

**2. Ensuring compliance of Provident Fund, ESI & P.Tax deductions and remittances to Govt. within due date**  
**Company: M/S Bhandari Automobiles Pvt Ltd.....Kolkata (West Bengal)**

Bhandari Automobiles Pvt Ltd (**Bhandari Group**) is involved in the business of Car Dealership of Maruti/Tata .  
Annual Turnover of Company is Rs. 1500 Crores

**Designation:** Assistant Manager – Accounts & Finance.

**Job Duration:** Oct. 2014 – May 2017

**Key Deliverables:** There I have handled following works independently **under Tally,ERP-9 Environment**

- **Accounts**

- Monitoring the day to day accounting activities.
- Excellent organization skills with the capacity to deal with multiple tasks at the same time.
- Debtors and purchase ledger reconciliation,experience in liasing with banks auditors and legal department
- Ensuring completion of all the accounting entries including period end accruals before the end of the period.
- Scrutiny of General Ledger / Party Ledger.
- Stock Valuation and branch stock & Transit stock reconciliation
- Maintenance of Fixed Assets Register and accounting of the same.
- Preparation of Quarterly result of MIS report of Company, as well as monthly P/L.
- Preparation of Profit & Loss Accounts, and get the accounts audited.
- Coordinate with Statutory & Internal Auditors
- **Checking Bill** → Purchase Bills, Service Bill, Contractor’s Bill, Stores Bills, packing Materials and other payment Invoices, Debit/Credit Notes Etc., Payment to Vendors..

- **Finance**

- Monitoring the fund position and vendor payment to ensure payments are released as per credit terms &

- policy.
  - Making agreement with financier(Mahindra & Mahindra ,Axis Bank,Sreeram finance & monitoring Pay out
  - Timely reconciliation with financier,as well as Pay out.Involved in Bank related work for NOC
  - Coordinate with Stock auditor appointed by Maruti/Tata
- **Taxation**
  - Ensuring compliances related to , Service Tax and timely availment of CENVAT credit on eligible inputs
  - Recovery and remittance of T.D.S. to Government & issue of T.D.S.& T.C.S Certificates
  - Maintenance of CST & VAT records.
  - Ensuring filing of Tax Returns as per the due date (TDS, Service Tax, Income Tax, and Sales Tax.)
  - Ensuring Tax compliances and payment of tax liabilities within due dates of the respective Act
- **Others**
  - Supervision of monthly salary / wage processing.
  - Ensuring compliance of Provident Fund, ESI & P. Tax deductions and remittances to Govt. within due date.
- 3. **Company: M/S Bhushan Steel Ltd..Sarvoli (Maharashtra)**  
 Bhushan Steel Ltd is involved in the business of manufacturing of Steel,& Pipe processing . Annual Turnover of Plant Rs. 7500 Crores  
**Designation:** Assistant Manager – Audit/Costing  
**Job Duration:** Jan. 2012 – October 2014

**Key Deliverables:** There I have handled following works independently **under S.A.P Environment**

- **Audit**
  - Finalization of Trial Balance of Haldia Refinery. Scrutiny of General Ledger / Party Ledger and Finalization of Account.
  - Preparation of Schedules and annexure relating to Schedule VI of Companies Act., 1956 and Schedules under Income Tax Act., 1961.
  - Ensuring completion of Statutory Audits and Tax Audits in time
  - Assisting in finalization of accounts and getting audited.
  - Assisting in finalization of Tax Audit.
  - Monitoring the day to day accounting activities.
  - Fund management and monitoring of receivables & payables.
  - Analysis of Issue, Consumption & Production Report of Input / Output, and Preparation of Quantitative statement of Raw Materials and Finished Goods.
  - Checking, analysis and finalization of Quotation for purchase of goods / materials and agreement for service contract.
  - Accounting /Physical Checking and analysis of Fixed Assets Value whether constructed or purchased. Preparation of various Schedules to Comply with Different Accounting Standards.
  - Weekly Cash management and cash budgeting
  - Monthly Physical Stock taking – Cash taking & Inventory.
- **Costing**
  - Maintenance of Cost Records and preparation of MIS.
  - Preparation of product cost sheets.
  - Variance Analysis

- Valuation of Closing Stock.
- Coordinate with Cost Auditors & get the Cost Records audited.
- **Project Valuation & Capitalization** – All activities relating to a new project e.g.
  - Maintenance of records relating to stores spares & machinery issue to project through Internal Order.
  - Valuation of project subject to Government grants, Duties.
  - Capitalization / booking of to project.
- Checking & verification of Material Types, groups and valuation classes thereof for Creation of Material Code
- Maintenance of register of Excise Duty, Service tax, CST & VAT paid and take Credit thereof.
- Maintenance of Cost Records and preparation of MIS.
- Control & Guide to subordinates and report to senior.

**4. Company: M/S Amit Motorcycles Pvt Ltd., Kolkata (West Bengal)**

Authorized Dealer of Hero Honda **Annual Turnover Rs. 150 Crores**

**Designation:** Accounts Officer

**Job Duration:** January 2010 – September. 2011.

**Key Deliverables:** There I have handled following works independently **under ACE Environment**

- Finalization of Trial Balance. Scrutiny of General Ledger / Party Ledger and Finalization of Account.
- Preparation of Schedules and annexure relating to Schedule VI of Companies Act., 1956 and Schedules under Income Tax Act., 1961.
- Profit & Loss Analysis, Analytical Review and Comparison of cost of one period to another
- Scrutiny of General Ledger / Party Ledger.
- Stock Valuation and branch stock & Transit stock reconciliation
- **Bill Passing** → Purchase Bills, Service Bill, Contractor's Bill, Stores Bills, packing Materials and other payment Invoices, Debit/Credit Notes etc, Payment to Vendors, sending payment request/ CD payment to HO for approval.
- Computation Income Tax / TDS of Employees and Tax Planning thereof, and Determination of Cost Center for Employees.
- Preparation of Statement of Cenvat Credit Service Tax, CST, TDS, , TCS, and other Income Tax Related activities. .

**5. M/s. G Chowdhury & Associates (Chartered Firm); Kolkata**

**Designation:** Article ship

**Job Duration:** July.2006 – Oct. 2009

Preparation and finalization of Accounts, Taxation of Individuals, Firms and Companies, Statutory Audit, Tax Audit, Internal Audit, Bank Audit, Revenue Audit and Audit of Capital Markets. Secretarial Jobs i.e. Preparation of Statutory Companies Law Records, minutes Books etc.

**Some of the Clientle Audited/Worked with:**

- Statutory Audit & Tax Audit: Shroff group, Kheria industria , Kishori lal shyam sundar, sure safe glass, M/s Amitmotorcycles Pvt Ltd, Baljit Securities Pvt Ltd
- Bank Branch Audit/NBFC: SBI, ING Vaisya Bank, Federal Bank, Central Bank of India, Bank of Brado, Rk finance, Mahindra Finance

Internal Audit/ Accounts advisory services: Baljit Securities Pvt Ltd, Sangeet textile, Shroff group, M/S Amit Motorcycles Pvt Ltd, Kishorilal Shyam Sundar, Sure safe glass, South eastern Transport

**Academic Qualification:**

| Year | Examination      | Board/University                           | Percentage % |
|------|------------------|--|--------------|
| 2006 | B.Com            | Calcutta University                        | 59 %         |
| 2003 | Higher Secondary | West Bengal Council Of secondary Education | 58 %         |
| 2001 | Madhyamik        | West Bengal Board Of Secondary Education   | 50 %         |
| 2010 | M.Com            | Vidyasagar University-Kolkata              | 48 %         |

**Professional Qualification:****The Institute of Cost Accountants of India**

| Year      | Examination       | Board/University                           | Percentage % |
|-----------|-------------------|--|--------------|
| Dec-2011  | Icwai –(Final-iv) | The institute of Cost Accountants of India | 59 %         |
| Dec-2010  | Icwai-(Final-iii) | The institute of Cost Accountants of India | 50 %         |
| Dec-2009  | Icwai-(Inter-ii)  | The institute of Cost Accountants of India | 54 %         |
| June-2009 | Icwai-(Inter-i)   | The institute of Cost Accountants of India | 52 %         |

**The Institute of Chartered Accountants of India**

| Year     | Examination       | Board/University                                | Percentage % |
|----------|-------------------|---|--------------|
| Nov-2008 | Icai-(Inter-i-ii) | The institute of Chartered Accountants of India | 54 %         |

**Computer Exposure:**

1 Yr Diploma in Computer Financial Accounting Course Brain ware, Kolkata .

MS-Office, Window – 98/2000/XP Completed compulsory computer training in ICWAI.

Office ( **Bhushan Steel Ltd** ) accounting work in SAP ,Tally-7.2 & Analysis 6.3 from Brain ware computer institute Knowledge in ERP-9

**Personal Snippets**

- Name :- Jai Gopal Singh
- Father's Name:- Sri Biswa Nath Singh
- Address:- 67 Sambhu Babu Lane,PO+PS-Entally,Kolkata-700014
- Date of Birth:- 14<sup>th</sup> October,1986
- Language Known:- Hindi ,English, Bengali & Bhojpuri
- Marital Status:- Married
- Hobbies:- Cricket, Football, Travelling & Reading Book
- Current Salary:- 8.70 lacks
- Expected Salary :- As per Company norms

I hereby declare that all the information stated above are true and correct to the best of my knowledge and belief.

Date: .

Place: Kolkata

**JAI GOPAL SINGH**

