

**OBJECTIVES**

Aiming towards a successful career in the field of Accounting and Finance thereby seeking organizations for an overall exposure, aiming at maximum utilization of my knowledge and skills in the best interests of the organization and the society thereby ensuring the best of my own career growth prospects!!

**ACADEMIC QUALIFICATION**

**CALCUTTA UNIVERSITY- Degree of Graduation**

B.COM (Accounting & Finance) in the Year 2012

From T.H.K. Jain College, Kolkata.

**B.S.E.R. - Senior Secondary Certificate**

Class XII in Commerce Stream in the Year 2009

From Abhilasha High School

**B.S.E.R. - Secondary Certificate**

Class X in the year 2007

From Govt. Senior Secondary School

**EXPERIENCE**

**SENIOR ACCOUNTS EXECUTIVE:**

**M/S. RESPONSE RENEWABLE ENERGY LIMITED**

**M/S. GLATT SOLUTIONS PRIVATE LIMITED**

From March 2015 onwards

Job Responsibilities includes:

- Assisting in handling 14MW Solar Power Project:
  - Monitoring Local & Overseas Payments.
  - Vendor Reconciliations.
  - Statutory Compliances like GST, TDS and P. Tax.
  - Preparation of books of accounts.
  - Documentation for Foreign Remittances.
  - MIS reporting on Lease rent payment, Vendor Accounts etc.
- **Preparation of Books of Accounts of their sister concern i.e. engaged in Paper Manufacturing and Trading Concern. (M/s. C.N. Papier Private Limited)**
- PF, ESI, GST, TDS, and Professional Tax return filling.
- Analysis of Debtors & Creditors Report.
- Finalization of Books of Accounts.
- Assisting with Auditor like Statutory Audit & GST Audit etc.
- Preparation of Financial Follow-up Report on periodic basis.

**ASSISTANT ACCOUNTANT –REDESIGN RETAIL PRIVATE LIMITED**  
***Accounts Consultancy***

From May 2012 – March 2015

Working provided exposure in:

- Varied assignments provided Working Knowledge & procedures of relevant accounting practices of different individuals, firm and industries.
- Tax Audit u/s 44AB of Income Tax Act.
- Tax Computation & Income Tax preparation of Individual & Firm.
- E-filing of Income tax return, TDS return and Sales tax Return.
- Finalization of Financial Statements.
- Individual Income Tax Returns and preparation of their Books of Accounts.
- Vat Computation & Payment of Vat Liability etc.
- Generation of Waybill & “C” form & utilization of Way bill.

**ACCOUNTANT – M/s SHIVAM TEXTILE**

From December’2016 onwards (Part Time)

**ACCOUNTANT – M/s LOHIA & COMPANY**

From October’2017 onwards (Part Time)

**ACCOUNTANT – M/s RAMGOPAL RAJEEVKUMAR**

From October’2017 onwards (Part Time)

**COMPUTER AND TECHNICAL SKILLS**

- Tally ERP 9.0 Certified with The institute of Computer of Accounting (ICA)
- Taxman’s (Software of e-return of income tax & e-TDS return)
- Working Knowledge of Tally ERP 9 & Tally 7.2 and FACT ERP.X
- Microsoft Office
- Internet Accessibility

**PERSONAL DETAILS**

- Residence : Howrah
- Father’s Name : Hari Gopal Lahoti
- Date of Birth : 10<sup>th</sup> June, 1993
- Religion : Hindu
- Marital status : Married

**HOBBIES**

- Professional Synergy : Knowledge Portals.
- Physical/Mental Strength Related : Use own ability.
- Others : Listening Music and Travelling etc.