

A confident, multi-skilled & diligent Accounts professional with qualitative experience in Accounts & Finance sector; Experienced in Account Finalization, General Administration & Management, Bank Reconciliation, Auditing & Taxation Works, Client Relationship Management, Statutory Compliance, etc; is looking forward to excel in a reputed organization with a competing position and challenging obligation in the same domain to efficiently deliver the competencies for the continued growth and viability of the organization and thereby building own professional career

CAREER SUMMARY

- ❑ A result oriented and competent professional with experience of over 10 years in the Accounts & Finance Management, Taxation & Audits in diverse industrial domains; Currently associated with Indicon Westfalia Limited, Kolkata as Accounts Manager
- ❑ Experienced in Administering Daily/Monthly Accounts Management, Account Analysis & Finalization, Company Account Management, Bank Reconciliation & Negotiation, Planning & scheduling for Audits, Payroll Processing, Taxations Works (Professional Tax, GST, TDS), ROC, EPF, ESIC, Industrial & Factories Act, MIS, Documentation Works
- ❑ Having Master's degree in Business Administration (Finance & HR) and Certified Tax Return Preparer (TRP); Certified GST Practitioner, Proficient in Tally ERP, Capable of working under pressure and tight deadlines, demonstrating flexibility over work and utilization of critical thinking skills.
- ❑ Cohesive Leader and Team Player with capability in providing training, guiding and motivating teams towards maximum productivity

CAREER RECORD

INDICON WESTFALIA LIMITED, KOLKATA

Designation: Accounts Manager

Duration: July 2019 to till date

Functional Area: Accounts & Finance

Location: Kasba, Kolkata

Key Deliverables

- ❑ Responsible for looking after the Total Accounts functionalities
- ❑ Manage and oversee the Sale, Purchases & Expenses
- ❑ Process accounts payable/receivable, receipts, general ledger, and utilities, treasury, budgeting, reconciliations, account statement reconciliations, check runs, fixed asset activity, debt activity, eTender – Earnest Money & Bank Gurrantee record , reconciliation & process
- ❑ Coordinate and complete annual audits
- ❑ Analyze and monitoring Inventory as per purchase & sale.
- ❑ Monitor and analyze accounting data and produce financial reports or statements
- ❑ Manage tax provision and tax compliance process
- ❑ Manage Factory Accounts & Act
- ❑ Analyze BG, SD, TD, LD & receivable according to Sale/Rate-Contract/Order
- ❑ Manage Purchase including import & analyze suppliers order according to payment.

YKGN GROUP, KOLKATA

Designation: Commercial Head

Duration: May 2016 to June 2019

Functional Area: Accounts & Human Resources

Location: Beckbagan, Kolkata

Key Deliverables

- ☐ Responsible for looking after the daily Accounts functionalities
- ☐ Manage and oversee the daily operations of the accounting department
- ☐ Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc
- ☐ Coordinate and complete annual audits
- ☐ Assign projects and direct staff to ensure compliance and accuracy
- ☐ Monitor and analyze accounting data and produce financial reports or statements
- ☐ Manage tax provision and tax compliance process
- ☐ Build relationships and interact with clients to provide excellent planning, consulting and expertise
- ☐ Analyze financial information and summaries financial status

DUTTA & KUNDU ASSOCIATE, KOLKATA

Designation: Chief Taxation Executive

Duration: February 2014 to April 2016

Functional Area: Accounting with Taxation

Location: Saltlake, Kolkata

Key Deliverables

- ☐ Responsible for Income Tax Return
- ☐ Responsible for VAT & Service Tax Registration , Amendment, Return
- ☐ Responsible for Professional Tax Return, Registration & Amendment
- ☐ TDS Return
- ☐ ROC Filing (Annual return & Filing of other forms, changes & ammendment)
- ☐ EPF & ESIC Return
- ☐ Office Management and Human Resourcing & Manpower Operation
- ☐ Coordinating with Clients

SECURA INFRA SERVICES PVT. LTD

Designation: Accountant

Duration: September 2009 to January 2014

Highlights: Have joined the organization as Junior Accountant at Jadavpur and later was promoted to the post of Senior Accountant

Key Deliverables

- ☐ Responsible for Cash Handling, Preparing Budget for the Current Year in comparison with Financial Analysis of previous year
- ☐ Preparation of Cash Accounts
- ☐ Bank Reconciliation Works
- ☐ Working on Trial Balance & Invoice Preparation
- ☐ Checking Inflow-Outflow of Cash Expenses
- ☐ Assisted in Quarterly Processed Audit for Internal Checking & Verification of Accounts
- ☐ Employee Database Maintain, Salary process, EPF , ESIC & P-Tax Return

ACADEMIC CREDENTIALS

Master of Business Administration (Finance and Human Resource)

ISBM, Kolkata, 2016

Bachelor of Commerce (Accountancy)

Nabagram Hiralal Paul College, 2009

Affiliation to Calcutta University

Higher Secondary (Commerce)

Tarakeswar Mahavidyalaya, 2006

Affiliation to W.B.C.H.S.E

Senior Secondary

Tarakeswar School, 2004

Affiliation to W.B.B.S.E

CERTIFICATIONS

Completed Diploma in IT Infrastructure Management from CMC Ltd, 2009

Certified TRP –Tax Return Preparer from Income Tax Department, Ministry of Finance, TRP Scheme, Govt. of India (TRP ID: T010702412),2012

Certified GST Practitioner: GSTP ID:191900005002GPU , Approved by GST Department, Govt. of India.

TECHNICAL PROFICIENCY

MS Office (Advanced Excel)

Accounting & Taxation Package: Tally ERP, TaxMan, TDSMAN & ChequeMan, Genie ERP, SAP FICO

Payroll Package: RAYLON

Well understanding in Income Tax, ROC, EPF, ESIC, GST, Professional Tax, Industrial & Factories Law, Service Tax & VAT, Audit & Finalization of Accounts

Proficient knowledge of Computer and Internet Applications

PERSONAL DOSSIER

Date of Birth	:	16th October 1987
Linguistic Skills	:	English, Bengali & Hindi
Nationality	:	Indian
Father's Name	:	Shr. Tapan Kumar Kayra
Address	:	193 Sree Ram dhang Road. Howrah-711106

I do hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.

SUSWAGATA KAYRA