

SOM SUBHRA DAS

Flat A-II/2/8, CMDA Complex, 39A, P G M Shah Road, Kolkata – 700095

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EXECUTIVE SUMMARY

- CMA with over 14 Years of Post Qualification Experience looking for a change
- To continuously upgrade knowledge and enhance skills by working in a professional environment for long term success.
- Experience of working in ERP System.
- Experience of acting as Head of Finance.

WORK EXPERIENCE

POST QUALIFICATION

Consultant at M/s B. Mukhopadhyay & Co., Kolkata (Audit firm) from 09th. Dec, 2019 to till date.

Job Description :

- Involved in various audit works such as Internal Audit, Wage audit, Sock Audit of various Companies.
- Appearance before CIT(Appeals) in various cases.
- Various works pertaining to Audit firms.

Power System Operations Corporation Limited- ERLDC & NERLDC (03rd Jan 2017 – 06th. Dec 2019) as Sr. Accounts Officer, Deputy Manager(F&A) & Manager (F&A)

Job Profile :

- Payroll Management
- Handling of various Audits(Statutory Audit, Internal Audit, Physical Verification of Assets, Stores & Consumables).
- Financial concurrence of various proposals & vetting of purchase orders.
- Filing of Income tax returns and issuance of F-16.
- Handling Finalization of Accounts.
- Reconciliation of TDS Receivable as per party balances & as per 26AS.
- Representation to CIT(Appeals) for some old demands of the period 2007-2010 and successfully getting the demand dropped.
- **Served as Acting HOD-Finance from 01/11/2017 to 30/04/2019.**

Power Grid Corporation of India Limited- ERLDC (02nd. Dec 2016 – 02nd Jan 2017) as Sr. Accounts Officer.

Job Profile :

- Payroll Management
- Handling of various Audits(Statutory Audit, Internal Audit, Physical Verification of Assets, Stores & Consumables).
- Financial concurrence of various proposals & vetting of purchase orders.
- Filing of Income tax returns and issuance of F-16.
- Handling Finalization of Accounts.
- Reconciliation of TDS Receivable as per party balances & as per 26AS.

Power Grid Corporation of India Limited- ERTS -II (02nd. Jun 2016 to 01st. December 2016) as Sr. Accounts Officer

Job Profile :

- Day to day commercial, financial & administrative works of Sub-stations under jurisdiction.
- Vetting of Purchase Orders, Renconciliation of vendor balance, payments of various works done against Purchase Orders, Deducting Taxes against such payments.
- Handling of various Audits(Internal Audit, Physical Verification of Assets, Stores & Consumables).

Power Grid Corporation of India Limited- NERTS - (21st. Jul 2009 to 31st. May 2016) as Executive Trainee, Accounts Officer and Sr. Accounts Officer

Job Profile :

- Payroll Management, Filing if IT Return (24Q) & Issuance of Form 16 to Employees.
- Handling of various Audits(Statutory Audit, Internal Audit, Physical Verification of Assets, Stores & Consumables).
- Financial concurrence of various proposals & Vetting of purchase orders.
- Procossing for Issuance of Excise Duty exemption certificate against WB/ADB funded projects.
- Worked as a member of ERP (HCM & Payroll) implementation committee.
- Representation to CIT(Appeals) for some old demands of the period 2007-2010 and successfully getting the demand dropped.

PRE QUALIFICATION

Employees Provident Fund Organisation – SRO, Siliguri (12th. Oct 2006 to 17th. July 2009) as Social Security Assistant

Job Description :

- Processing of various claims and reconciliation of returns of various unexempted establishments.
- Reconciliation of remittances with returns and prepare defaulters list for appropriate recovery action against the unexempted establishments.
- Pay fixation related job on implementation of pay revision.

Job Description :

- Involved in various audit works such as Internal Audit, Wage audit of various mines under ECL jurisdiction and various Departments of ECL HQ, a subsidiary of Coal India Ltd..

EDUCATIONAL QUALIFICATIONS

Academic Qualification

Examination	Institution	Year	Board/University	Marks (%)
Secondary	Pakur Raj High School	1994	B.S.E.B	71.78
Higher Secondary	Lalbagh Singhi H.S. School	1996	W.B.C.H.S.E.	63.40
B.Sc. (Math. Hons)	Krishnath College	2001	University of Calcutta	42.50

Professional Qualifications

Cost Accountancy

Examination	Institution	Year	Marks (%)
Intermediate	I.C.A.I (CMA)	June, 2004	56.50
Final	I.C.A.I (CMA)	December, 2006	52.00

Company Secretary

Examination	Institution	Year	Marks (%)
Intermediate	I.C.S. I	June 2013	50.00

PERSONAL DETAILS

Father's Name : Late Ranjit Kumar Das
Date of Birth : 28th. February, 1979
Languages Known : English, Hindi and Bengali
Marital Status : Married
Hobbies & Interest : Listening Music, Reading Books, Playing Cricket & Badminton.
Family Details : Wife: Monisha Das – Housewife
Son : Shuban S Das – Student (DOB – 21/09/11)

COMPUTER EXPOSURE

- 150 Hours of Computer Training from ICAI-CMA, Kolkata
- Diploma in Computer Application from Webel
- Working Knowledge in MS Word, MS Excel, MS Powerpoint, MS Outlook.

OTHERS

- Attended various programmes conducted by ICAI-CMA.
- Attended various Management training conducted by POWERGRID and POSOCO.
- Experience of working in ERP System.