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| **Vivek Shaw** | 104,G.T Road, Howrah – 711101  +918013232717  [shaw9433@gmail.com](mailto:shaw9433@gmail.com) |

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| **Objective** | Seeking Middle-level assignments in Finance, Taxation, Accounts and Audit in an organization of repute. |

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| **Academic Credentials** | CA-Final **Institute of Chartered Accountants of India**   * Appeared but not cleared –Dropped Out |
|  | CA-IPCC **Institute of Chartered Accountants of India**   * Passed Nov 2011 |
|  | CA-CPT **Institute of Chartered Accountants of India**   * Passed Dec 2010 |
|  | B.Com (Hons.) **Calcutta University**   * Qualified Honours 2012 |
|  | XII standard **West Bengal Board of Higher Secondary Education**   * Passed 2009 |
|  | X standard **West Bengal Board of Secondary Education**   * Passed 2007 |

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| **Articleship Training** | **Article Assistant**  **MANISHMAHAVIR & Co.**  Chartered Accountants |

Article ship was an extensive training period, which groomed me to shoulder responsibilities. This has widened my horizon, ability to comprehend and appreciate the importance of keeping a macro picture while devising solutions. The interactions with various management personnel provided me an opportunity to build upon my communication skills and understand the various functions of finance and other related fields.

During my article ship, I gained exposure in Statutory Audit, Internal Audit, Tax Audit, VATAudit and Bank Audit as summarized below

**SUMMARY OF SKILLS & EXPERIENCE**  
  
**Areas of Expertise :**

**Audit** Conducted Statutory Audit, Tax Audit, VAT Audit

**Direct Tax** Computation of income, assessing tax of companies, partnership firms and individuals, preparation of tax-auditreport, filing Income-tax & TDS returns, tax planning of various entities

**Indirect Tax** Checking Indirect tax compliances for companies such as GST,Service-tax, VAT, CST and Excise,GST,Custom

**Company Law** Checking Company Law compliances, filing various forms of compliances with Registrar of Companies

**Accounts** Preparation of Accounts, Consolidation and finalization of Accounts

**Project Finance** Preparation of CMA data to be sent to banks, assisted in preparing project reports

**Major Clients** Nellimarla Jute Mills Ltd, The Empire Jute Mills Ltd, Inter Globe Finance Ltd(NBFC Co-BSE Listed), M.S Global(Export-Import Co),Avid Communication,Macintel Solution

**Accounts**Monitoring day-to-day accounting operations up to Finalisation.  
Advice in Preparation of Balance Sheet & P&L A/c as per as the Accounting Standards.  
Implementing effective systems / strategies to facilitate internal financial control, and accomplishment of organisational objectives.  
Implementation of Scrutiny system for debtors/creditors accounts to ensure timely receipts/payments & minimization of bad debts.  
Monitoring sales records, devising strategies for curbing unwanted costs & improving profitability.  
  
**Taxation/Auditing/Legal/Company Law Matters**Looking after taxation matters of the company such as filing of TDS, Sales Tax Returns, keeping compliance with the other relevant Acts.  
Handling tax related appeals and appearing before the concerned authorities upto Commissioner appeal.  
Assisting auditors in conducting statutory & Tax audit processes at year-end.  
Conducting internal audits in relation to expenses, purchases, sales for the Branches/Departments.  
Ensuring all activities are carried out in accordance to Company Law regulations.  
  
**Systems Development & MIS Reporting**Focusing on internal checks and controls for better and effective control mechanism in the system  
Establishing systems in all operational areas and ensuring their compliance for reducing costs and enhancing margins and profitability.  
Preparing MIS & various other reports to assist the management in the decision making process.  
  
**Costing/Budgeting**Formulating budgets and determining variances if any and accordingly taking necessary action for eliminating them.  
Maintaining cost sheets, evaluating them & taking appropriate measures for curbing unnecessary expenditure.

**Others**

* Preparation of project report and other papers relating to project finance with Banks and financial institutions.
* Yearly statutory audit of branches of banks.
* Preparation and filling of income tax returns.
* Preparation and filling of ROC returns.

**Presently Working with Narsingh Ispat Pvt Ltd.(Senior Manager Account & Finance)**

**Total Work Experience of 11 Yrs 2 Months in Accounts/Finance/Taxation/Auditing**

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| **IT Skills** | Ms office, Tally, e-return filing software such as Web-e-tax,ipro,Zenit etc. |
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| **Personal Details** |  |
| **Born on** | 06th Day of December 1990 |
| **Born at** | Kolkata |
| **Sex** | Male |
| **Nationality** | Indian |
| **Marital Status** | Single |
| **Languages Known** | Hindi, English,, Bengali. |
| **Hobbies** | Reading, Music, Net Surfing. |

Date:

Place: Kolkata Vivek Shaw