**Abhishek Roy**

### SUMMARY :-

* Over 16 years of experience in accounting job
* Experience in handling team
* Sound practical knowledge and good academic background
* Well versed with different accounting packages, and expertise in ERP operation
* Hands-on experience in different statutory matters
* Excellent communication skills

**TECHNICAL SKILLS**

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| --- | --- |
| **SAP (FICO)** | Enterprise Structure, General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Cost Center, Profit Center and Internal Order Accounting etc. |
| **Accounting Packages** | Tally( ERP 9), Navision, Analyst etc. |
| **Statutory** | GST, Income Tax, TDS, Professional Tax, PF & ESI etc. |
| **Others** | Oracle, Ms-Office (Word, Excel, PowerPoint etc.), Payroll etc. |

### WORK EXPERIENCE:-

Company Name :- **Lawrence & Mayo (I) Pvt. Ltd. (143 years old)**

Industry :- **Optical**

Company Description: - **Ophthalmic opticians and contact lens clinics**

Duration :- **Aug’16 to till date**

Designation :- **Senior** **Accountant**

Job Roles :-

1. Processing payroll on monthly basis for more than 250 employees
2. Supervising finalization of accounts of 200 crore turnover
3. Coordinating internal audit to analyze deviations from accounting policies in 15 branches
4. Managing e-payment of mainly 4 categories of TDS
5. Executing monthly TDS return & necessary revised return by self
6. Projecting from-16 and computing annual taxable income over 250 employees
7. Arranging e-payment of GST
8. Filling GST return
9. Generating e-waybills
10. Effecting fund flow on daily basis
11. Initiating statutory, purchase and expense requisition on monthly basis
12. Ensuring vendor reconciliation over 100 vendors on quarterly basis
13. Conducting monthly stock audit and stock reconciliation of 15 branches
14. Formulating monthly MIS reports to management (Ageing Analysis, Stock Movement, Forecasting future cost etc.)
15. Assisting auditors with 35 to 50 audit schedules on yearly basis
16. Yearly physical asset verification and systematic maintenance of asset register.

Company Name :- **Lexus Exports Pvt. Ltd. (ISO certified**)

Industry :- **Leather goods manufacturing & Export**

Company Description: - **Manufacturer & exporter Leather goods**

Duration :- **May’14 to Jul’16**

Designation :- **Senior** **Executive-Accounts**

Job Roles :-

1. Monitored accuracy of stock records including physical verification of 6 categories of stock (Leather, Lining, Packing, Store, Accessories and Labeling)
2. Submitted monthly of stock & Debtors report to bank in every month
3. Conducted internal audit (daily bill and monthly production incentive checking & passing) & facilitated external auditors
4. Produced monthly BRS
5. Processed e-payment of 4 types of TDS and VAT etc. with individual effort
6. Arranged TDS return monthly and required revised return with personal attempt
7. Compiled EXP-4 for submission to service tax department
8. Generated online Waybills
9. Inspected VAT returns
10. Systematized PF & ESI over 100 employees
11. Assessed purchase & parties ledger reconciliation on monthly basis
12. Filled Profit & Loss A/c and Balance Sheet with ROC
13. Guided team members in finalization of accounts of 50 crore turnover

Company Name :- **EIILM**

Industry :- **Education**

Company Description: - **Management Institute offering MBA programme**

Duration :- **July’08 to June’12**

Designation :- **Accounts Officer**

Job Roles :-

1. Attained in finalization of accounts of 50 crore turnover with team mates
2. Managed IT Return for individuals
3. Organized PF & ESI over 100 employees
4. Accustomed with professional tax work
5. Acted upon TDS
6. Executed BRS on monthly basis
7. Administered Accounts Payable over 50 vendors
8. Controlled Accounts Receivable over 2000 students

From Feb’03 to June’08 employed with **M.S.T.C.** and **Cal2Cal (I) Ltd.** as **Junior Executive- Accounts** and **Accountant** respectively.

**Current CTC:-** Rs.5,12,999 /- p.a.

**Expected CTC:-**  Negotiable

### Qualifications :-

* Completed **M.Com** (65.6%)in 2008**.**
* Passed out **MBA (Fin.)** (86.73%) in 2011.

**Attributes:-**

* Sincerity and Honesty
* Accountability and loyalty
* Composer in pressure situations.
* Ability to accommodate quickly and work independently

**Accomplishments**

* Implemented systematic physical verification of stock at **CAL2CAL (India) Ltd.** and prepared details stock record for the first time in company
* Developed systematic indexation of all files and CDs at **Cal2Cal (India) Ltd.** for the first time in company.
* Achieved significant success in realization of outstanding fees from students at **EIILM** and got incentive in appreciation of that on twice occasions.
* Resolved of all discrepancies of physical stock at retail store as well as ensured the maintenance of accurate stock record at **Lexus Exports Pvt. Ltd.** System related issues are also been properly addressed and resolved.
* Successfully finished annual vendor reconciliation at **Lawrence & Mayo (I) Pvt. Ltd.** in F.Y. 2017-18 during challenging environment of switch over of accounting package from Tally ERP (9) to Navision.

**Personal Data Sheet**

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| --- | --- |
| **Name** | ABHISHEK ROY |
| **Father’s Name** | Sri Pradip Kumar Roy |
| **Date of Birth** | 10/08/1981 |
| **Address** | 6, Bachaspati Sarani, Uttarpara, Hooghly-712258 |
| **Contact No.** | 8910927459 / 9874121372 |
| **Email** | professional.avishek@gmail.com |

**Date:-**

**Signature**