# ***C:\Users\much8164\Desktop\Munmun.jpgMUNMUN CHATTERJEE***

***Finance and Tax Professional (BCom.AICWA)***

***Contact me:***

# ***Mobile: +91 9836317549/8777066406***

# [***Email-***](mailto:Email-soumyashankarde_2@yahoo.com)***ID:[munmun8397@rediffmail.com](mailto:munmun8397@rediffmail.com)***/***muni83@gmail.com***

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**CAREER OBJECTIVE**

***Small text about myself:***

*To work in an organization that appreciates innovativeness, demands analytical. Provide challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill. Tried to enhance my skills in different field and tried to explore many other areas in finance and taxation field. And to achieve good position in a corporate world.*

**PROFESSINAL SYNOPSIS**

* *Result Oriented Professional possessing over 11.5 years of experience in Career.*
* *Hardworking, Competent & Efficient.*
* *Corporate, Production House and Construction Sites Experience, Professional Qualification, Problem Solving Ability with Analytical Skills, Attitude towards work and company.*
* *Capacity to make balance between personal and professional life.*

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**EMPLOYMENT SCAN**

***1.Name of the Compay : Pricewater House Coopers SDC Private Ltd (Pwc)***

***Previous Designation : Senior Associate 2 (Assistant Manager)***

***Duration : From Dec’2012 to Nov ‘2020***

**PROFESSIONAL EXPERIENCE:**

**ROLES & RESPONSIBILITIES:**

* *Deft at conducting the revenue & profit analysis of sector outlook.s*
* *A strategic planner with expertise in analyzing existing systems & procedures, designing internal control systems and facilitating effective decision-making.*
* *An effective communicator with excellent relationship building, analytical and negotiation skills.*
* *Deft at facing any challenging situation and to resolve it with time management skills*
* *Quick learner with positive & logical frame of mind and driven for results with flexible solutions.*
* *Here I am looking for Tax profile under Canada corporate tax.*
* *Handling different types of tax prep file &prepares returns of Individual,*
* *Corporate Tax, Partnerships etc.*
* *Won Super team Award & Spot award 3 times.*
* *Now got promotion as Sr.Associate2.*
* *Individually handled one project which is known as PFIC project (US based project).Specially doing some analysis and research work with this project based some formula with revenue and expenses and sorted out the profit or loss*
* *We generally doing jobs for Canadian corporate tax filling which includes partnership, corporate, individual and other forms also.*
* *We followed server based work and internal system software for implement this work.*

**RESEARCH :**

*PFIC project (US based project).Specially doing some analysis and research work with this project based some formula with revenue and expenses and sorted out the profit or loss.*

**AWARD:**

*Won Super team Award & Spot award 3 times*

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***2.Name of the Company : Matador services (a unit of J.J. Automotive ltd) Bengal Hyundai***

***Designation : Sr. accountant***

***Duration : From 16th Aug’2012 to & 7thDec’2012***

**ROLES & RESPONSIBILITIES:**

* *Checking accounting vouchers which is made in ERP (Mas software developed by JJA)*
* *Purchase Entries made in ERP software.*
* *Looking vat, service tax, and other operations.*
* *Making income & expenditure Report month wise & to analyze it.*
* *Making cash flow statement. & checking as internal Audit.*
* *Visit various workshops& checking all the report.*

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***3.Name of the Company: Ruia Sons Pvt Ltd***

***Designation : Executive Finance & Accounts officer***

***Duration : From 1stOct’2008 to Mar’2011***

**ROLES & RESPONSIBILITIES:**

* *Managing the payables & daily Liability Statement (own developed) and keep the management*
* *Informed about the same.*
* *Preparation of Daily BRS and its analysis. Comparing the BRS and daily liability statement.*
* *Making TDS report & Submit TDS return*
* *Maintain the service tax details input as well as output*
* *Generation of several other reports like Monthly expenses (nature wise & Depart. wise)*
* *Passing of bills, keeping a track of Budget.*
* *Reconciliation of Ledgers of Group companies and month end provisions.*
* *Has developed certain internal checks that are used while checking the bills and making*
* *Accounting entries in order to avoid dual payment****.***

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***4.Name of the Company : Dunlop India Ltd***

***Designation : Exe Accountant***

***Duration : From 22nd Apr’2008 to 30th Sept’2008***

**ROLES & RESPONSIBILITIES:**

* *Handling the sales software, daily cheque clearing, recording sales entry in tally, recording*
* *Daily collection & Closing entry in Tally on month end.*
* *Making different reports and maintaining the stock****.***

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**EDUCATION**

***PROFESSIONAL QUALIFICATION:***

*2007 Completed ICWAI-FINAL (First Attempt) (Stage-4) in Dec,2007, passed with 52% marks.*

*2007 Completed ICWAI-FINAL (First Attempt) (Stage-3) in June 2007, passed with 51% marks.*

*2006 Completed ICWAI-INTER (Stage-2)in June 2006, passed with 55% marks.*

*2005 Completed ICWAI-INTER(Stage-1) in Dec 2005, passed with 62% marks****.***

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***SCHOLASTICS:***

*2004 Completed B. Com(P) from Calcutta university, passed with 60% marks.*

*2001 Completed Higher Secondary Examination from W.B.C.H.S.E passed with 57.1% marks.*

*1999 Completed Secondary Examination from W.B.B.S.E., passed with 75% marks****.***

**TECHNICAL SKILL**

***TECHNICAL SKILLLS:***

* *Completed DIPLOMA OF FINANCIAL ACCOUNTING- CMC LTD.*
* *Working knowledge of MS\_WORD, MS-EXEL, POWERPOINT, and TALLY.*
* *Completed 100 hours of compulsory computer training from-ICWAI.*
* *Knowledge in Altryx,Tally, Excel,Powerpoint etc.*

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**STRENGTHS**

***STRENGTHS***

*Good Communication Skill.*

*Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.*

*Sincere & Hardworking.*

*Comprehensive problem solving abilities.*

*Good Leadership Skills.*

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**HOBBIES**

***HOBBIES:***

* *Drawing,*
* *Listening To Music,*
* *Reading Story Books****.***

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**PERSONAL DETAILS**

***PERSONAL DOSSIER:***

***Date of Birth :*** *07.02.1983*

***Fathers Name :*** *Lt Sachindra Nath Chatterjee*

***Gender :*** *Female*

***Marital Status :*** *Unmarried*

***Languages Known :*** *English, Bengali & Hindi*

***Address :*** *66.R K Ghosal Road, Kolkata-700042****.***

***Declaration: -*** *I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.*

***Date:***

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*Place: (MUNMUNCHATTERJEE)*