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| VIVEK KUMAR SHAW  Leader, Mentor, Problem Solver, Firefighter | **S/O SRI KAILASH SHAW**  Cossipore Road  Kolkata - 700002  **+91 8013621157**  **vivek13.2013@gmail.com** |
| Highly talented and results-driven professional with thorough understanding of financial reporting and analysis, data processing, and generally accepted accounting principles (GAAP). Hands-on business administrator with 10 years+ of experience directing and supporting multifaceted financial operations and maintaining relationships with clients and vendors. Broad knowledge of budget planning and management, cash flow forecasting, and fund accounting for governmental and nonprofit entities. Effective accountant capable of developing internal controls that increase efficiency and enhance accuracy.  **EXPERIENCE** Haldiram Incorporation Private Limited, Kolkata – Senior Accountant cum Sales HeadJuly 2014 to Jan 2021  * Maintaining, preparing and finalizing of different Books of Accounts. * Finalisiation of Profit and Loss Statement and Balance Sheet * Preparations and Finalizations of GST, P. Tax, TDS, TCS returns. * Maintaining AR/AP and other Ledger. * Payment of different Taxes like GST, TDS, TCS, P.Tax, IncomeTax. * Maintaining of different ledgers like Accounts Payable, Accounts Receivable, Direct Expenses, Indirect Expenses etc. * Representing in different cases of the company like Appeals and Boards. * Invoice Processing. * Finalizing the Profit and Loss statement and Balance Sheet of directors and other members of the company * Submission of Income Tax returns of Directors and other members of the company. * Handling cash counters as and when required. * Budgeting and Forecasting Revenues and expenses for the company.. * Approving purchase orders of company. * Maintaining relationship with stockiest and sub stockiest. * Appointment of new stockiest. * Appointment of new sub stockiest. * Guiding and training of stockiest and distributors for the company. * Meeting the targets and achieving them in time for the company. * Increasing the sales flows of the company with different methods. * Guiding and leading the sales associates of the company. * Handling the problems of stockiest and distributors of the company. * Providing trainings to new associates. * Providing new ideas for product development of the company. * Taking the orders of Stockiest and distributors and processing them. * Distributor’s meets as and when required. * Handling of Logistics of the company. * Other works as directed by the directors of the company.  GSHP Realtech Limited, Kolkata – Accounts AssociateSept 2010 to March 2014  * Maintaining books of accounts of the company * Maintaining the cash flow of the company * Preparation of commissions of associates. * Conducting internal audit and interenal controls of other branches. * Day to day accounting related works.   **TECHINICAL EXPERIENCE**  RAY SINGH & CO - Kolkata – Article Assistant  Jan 2007 to June 2010   * Finalization of Books of Accounts of different Individuals and companies. * Finalization of Profit & Loss Statement and Balance Sheet of different Individuals and companies. * Submission of Income Tax Returns of different clients of the company. * All types of ROC related works. * Conducting internal audit of different clients of the company * Depositing cash and cheques into bank. * Day to day accounting related work.   Thanking You  Yours Faithfully  VIVEK KUMAR SHAW  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  Date :- | SKILLS  * Communication * Problem Solving * Leadership * Computer * Management  EDUCATION CS Final  CA Inter  Completed Graduation in Commerce  from Maharaja Srischandra College in 2008 ( Kolkata University ) LANGUAGES  * English * Hindi * Bengali   **HOBBIES**   * Listening Music * Playing video games in Sony PS * Watching Movies * Travelling Places |