

RESUME

Sanjay Chatterjee

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JOB OBJECTIVES:

- ◆ GST: Awareness relating to the CGST, SGST & IGST law and related implications. Should be able to contribute significantly during daily routine work of GST.
- ◆ B. Com with LLB having 16 years+ experience in the field of Indirect Taxation (GST, VAT / CST / Sales Tax) seeking an assignment in Commercial / Indirect Taxation field with an organization of repute preferably in Eastern India.

PROFILE SUMMARY:

- ◆ Managerial responsibility for getting work done through team members and tax consultants.
- ◆ Self-driven with a willingness to challenge status quo.
- ◆ To be able to effectively communicate and co-ordinate with internal and external stakeholders.

EMPLOYMENT DETAILS:

Present Status

POONAWALLA FINCORP LIMITED (Formerly Known as Magma Fincorp Limited)

Job Title	:	Deputy Manager – Indirect Taxation (GST, VAT / CST / Sales Tax)
Period	:	4 th June, 2013 to as on date.
Brief of Work	:	Looks after for the following functions of a business vertical of the organization for 17 states.

Job Description / Principal Responsibilities

- ◆ Migration work from VAT regime to GST era.
- ◆ Monthly calculation and checking with summery of GST working before sending for approval for funds for making payment of GST on monthly basis with proper reconciliation with books of accounts.
- ◆ Responsible for GST / VAT accounting and ledger reconciliation.
- ◆ Filing of E>Returns under GST (GSTR 1, GSTR 3B, GSTR 9, GSTR 9C), VAT, CST, Entry Tax, Profession Tax & WCT with all annexure within due dates through consultants.
- ◆ E Invoicing under GST by taking help of the consultant.
- ◆ GST Online Way Bills / Road permit.
- ◆ Support to get release of the shipment seized.
- ◆ Checking admission ability of Input Tax Credit and Recon with GSTR 2A/B.
- ◆ Quarterly / Monthly Input Tax Credit Verification with original tax invoices.
- ◆ Preparing MIS on monthly basis on the matter of Central Declaration Forms & Road Permit / Way Bill and other various MIS as and when required by the Management.
- ◆ Various amendments under the GST, VAT, CST Acts.
- ◆ Disposal of Scrap in co-ordination with Admin team.
- ◆ Month closing activities.
- ◆ Pending VAT and CST assessments and Sales Tax Declaration Forms collection under the CST Act [i.e. Form F, H, C, I, E I, E II, 12A]
- ◆ Liaison with state / central tax officers for ensuring the completion of pending VAT / GST Assessment, appeal within due dates by providing data to the consultants.
- ◆ Review of the reply to the show cause notices and various others notices prepared by the consultant to resolve the queries of the tax department.
- ◆ Review and finalize the various replies under GST & VAT acts prepared by the consultants before sending for approval for onwards submission.
- ◆ Handling quarries of various audit team – Statutory, Internal, IFC & Anti profiteering.
- ◆ Looking after different litigation with respect to blocked credit, Tran 1 Credit under GST Act.
- ◆ Take up with GST & VAT Department for refund processing.
- ◆ Adherence to operational guidelines laid down in tax manuals and interface with various functions for documents and information.

- ◆ Create awareness among other functional team members for tax compliance risks and its critical components by circulating emails in forms of internal circular.
- ◆ Monitor and review existing tax compliance process, identify gaps and intimate to team leader to take up with higher management for corrective actions.
- ◆ Maintaining appropriate records suitable for research and internal or external audit in accordance with defined requirement.

Achievements : 1) Refund of 3.45 Crores from Maharashtra VAT Dept.
 2) Drop penalty of Rs. 24 Lakhs by filing revision before the Rajasthan High Court.
 3) Refund of 72 Lakhs from Delhi VAT Dept.
 4) Resolving Input tax credit mismatch in the State of Delhi, Rajasthan, Karnataka and West Bengal.
 5) Drop the notice of disallowance of Transition credit of 1.83 crores by filing Writ before the Telangana High Court.

PREVIOUS EXPERIENCE:

MACMET INDIA LIMITED

MACMET is one of India's fastest growing material Handling Equipment companies. They are the manufacturer of Conveyor Belt, Pipe Conveyor, Water Screening System and Coal handling Plant across the country through 2 state-of-the-art manufacturing Plants.

Job Title : Assistant Manager – Accounts (Sales Tax)
 Period : 10th June, 2012 to 3rd June, 2013
 Brief of Work : Act as one face of the organization in terms of Commercial & Indirect tax matter i.e. Invoicing, Sale entry in the accounting software, Sales Tax / VAT, CST, Entry tax, WCT & Profession Tax matters of 2 states.

EVEREST INDUSTRIES LIMITED (Calcutta Works)

EVEREST is one of India's fastest growing building solutions companies. Today, they provide building products across 600 cities through 5 state-of-the-art manufacturing plant and 31 sales depots. Their range of ready to use products provides solutions for building needs in roofing, ceilings, walls, floors, Cladding and doors.

Job Title : Senior Officer – Commercial (East Zone)
 Period : 5th June, 2011 to 9th June, 2012
 Brief of Work : Act as one face of the organization in terms of Commercial & indirect taxation matters for the following functions of the organization.

Job Description / Principal Responsibilities

- ◆ Monthly calculation and checking with summery of VAT / CST / Entry Tax / WCT working before sending for approval for funds for making payment of VAT / CST / Entry Tax / WCT on monthly basis with proper reconciliation with books of accounts.
- ◆ Responsible for Income and VAT accounting and ledger reconciliation.
- ◆ Depo / Site Expense and claims checking and visit Depo / Site time to time for stock taking purpose.
- ◆ Comparative analysis of sales growth of all the depots of East Zones over last year and expenses incurred in comparison to last year by the depots of East Zone.
- ◆ Checking & coordinating with different Warehouses / Depots for local Tax Related matters (i.e. Shop & Establishment, Trade Licence, P Tax etc.)
- ◆ Issuing STDS / TDS / TCS Certificates to the Contractors.
- ◆ Various MIS as per management requirement (e.g. to analyze travel data, collection data etc.)
- ◆ Preparing monthly budget vs. actual of all depots of Eastern Zone.
- ◆ Monthly expenses provision analysis.
- ◆ Assigning credit limit to new customers upon detailed due diligence and risk involved while adhering to credit risk management policy and periodic credit limit revision for customers upon business prospects.

CORPORATE POWER LIMITED (ABHIJEET GROUP COMPANY)

Job Title : Senior Executive – Indirect Tax
 Period : 5th of May, 2010 to 4th June, 2011
 Brief of Work : Worked as one responsible person of the organization in the matter of Sales Tax, Service tax & Profession tax.

R. DAS & ASSOCIATES (A Chartered Accountants Firm)

Job Title : Executive – Sales Tax/VAT
Period : 1st Nov, 2002 to 3rd May, 2010

Following Clientele attended when I was attached with R. Das & Associates:

Citizen Watches India Pvt. Ltd.
TATA International Ltd.
TATA Metaliks Ltd.
TATA Steel Processing & Distribution Company Ltd.
The TATA Power Co. Ltd
TATA Tea Ltd
DLF Laing O'Rourke India Ltd
PI Industries Ltd.

Brief of Work : Day to day work with Sales Tax Dept on behalf of the above mentioned clients of the firm up to the Assessment, Appeal & Revision stage with senior advocates.

OTHER QUALIFICATIONS:

- ◆ I have an operational knowledge of the following packages in Computer.
 - Operating System: Windows 97, Windows XP/Vista, Windows 10.
 - Application Software: Tally – 6.3, Fact – 11.02, Ace – 6.0, Oracle (ERP Software), MS Naviation (ERP Software), MS Office 2000 (Word & Excel) & Internet.
- ◆ Practical Training Course on the taxation matter (i.e. Sales Tax/VAT, CST, WCT, Profession Tax, Service Tax, Invoicing, PF, ESI, SSI & Pollution) from BENGAL TAX COUNSEL.
- ◆ Short Term Certificate Course on Export Documentation from CAPEXIL (Formerly Chemicals and Allied Products Export Promotion Council) sponsored by Ministry of Commerce, Govt. of India.

PROFESSIONAL QUALIFICATION:

- ◆ 3 years full time LL.B. Course from Bhadrak Law College under Fakir Mohan University completed in the year 2011.

ACADEMIC DETAILS:

- ◆ Graduate in Commerce from the University of Calcutta in the year 1998.
- ◆ Higher Secondary in commerce from the West Bengal Council of Higher Secondary Education in the year 1996.
- ◆ Madhyamik from West Bengal Board of Secondary Education in the year 1994.

PERSONAL DETAILS:

Father's Name : Shri Chitta Ranjan Chatterjee
Date of Birth : 20th May, 1977
Sex : Male
Marital Status : Married
Other Interest : I love to listening music very much. I also enjoy gardening.
Present CTC : **7.23 p.a.**
Expected CTC : **Negotiable**
Notice Period : Three Month
Location Preferred : Kolkata / Anywhere in West Bengal.
Reference : (1) CA Rip Das, (2) CA Deepak Jalan, (3) CA Sanjeev Killa

Place : Kolkata

Date :

Signature : Sanjay Chatterjee