

## **CURRICULAM VITAE**

**CHANDAN DEBNATH**

Kanaipur Colony, Kanaipur,  
Konnagar, Uttarpara, Hooghly,  
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### **Career Objective**

To work with a growth-oriented organization in the field of Accounts, Taxation & Finance. To capitalize on all available and innovated resources to meet the company objectives and personal development.

### **Professional & Educational Qualification**

<b><u>Academic Profile:</u></b> <b><u>Examinations</u></b>	<b><u>Board/University</u></b>	<b><u>Institutions</u></b>	<b><u>Year</u></b>	<b><u>(%)</u></b>
C A (Inter)/IPCE	Institute of Chartered Accountants of India	Not Applicable	May,2012	50.66%
B. Com (Hons)	Calcutta University	BangaBasi College of Commerce	2001	55.25%
Higher Secondary	W B C H S E	Nabagram Vidyapith	1998	59.2%
Secondary	W B B S E	Nabagram Vidyapith	1996	61.33%

### **IT Credentials**

Proficiency in Oracle Fusion, Oracle ERP (Accounts including GST & Treasury Module), Tally 9.1/ERP/Prime, E\_Tax, Excise software, Ace, Ace Expense, Pay soft, Money ware & Other Personal Accounting packages, Word, Excel, PPT, Internet, Computer Training from ICAI.

### **Professional Profile**

CA (INTER)/ IPCE passed from The Institute of Chartered Accountant of India with over 20 years of experience in Finance (Treasury), Accounts, Auditing, Direct & Indirect Taxation, ROC matters, MIS, and Statutory Compliance. Experience in handling Accounts & Finance activities encompassing preparation of accounts and reconciliation statements leading to finalisation of accounts.

### **Experience Chronology**

- Company Name : **Poonawalla Fincorp Ltd.**  
Nature of Business : NBFC in PAN India base Business  
Position : Assistant Manager (Sr. Team Member EAG)  
Period : 01<sup>st</sup> October, 2021 to till date.  
Job Responsibility :
  1. Payable Management
  2. Petty Cash management,
  3. Legal Top Sheet Processing-Pan India,
  4. Information Technology related vendor bill processing,
  5. Transaction through Credit Card related adjustment,
  6. MER Processing
  7. Preparation of various MIS report.
  8. Various Accrual, Management & Audit Schedule
  9. Prepaid expense schedule preparing.

2. Company Name : **MF Process & Solutions Pvt. Ltd.** (Group Company of **Magma Fincorp Ltd.**)

Nature of Business : PAN India base Business Support Service, Manpower Supply, Corporate Insurance Broking, and as a group of MAGMA other support services like Financing, Investment & Collection etc.

Position : Assistant Manager (Sr. Team Member GCA)

Period : 18<sup>th</sup> March 2014 to till date.

Job Responsibility :  
1. Finalisation of Accounts of Company.  
2. Preparation of Balance Sheet, Profit & Loss Account.  
3. Maintaining accounts of group of companies.  
4. Maintaining all receive & payment, banking transaction and BRS.  
5. Preparation of working for GST, TDS & Income Tax and Filing of Returns.  
6. Treasury/Fund Management.  
7. Raising GST E-Invoice & Normal Invoice & controlling Debtors & Creditors.  
8. TDS Receivable recon with 26AS.  
9. Intercompany Balance recon.  
10. Controlling RPT transactions.  
11. Co-ordination with Auditors.  
12. Preparation of supporting data for billing to customers.  
13. Preparation of various MIS report.

3. Company Name : **Hemraj Industries Pvt. Ltd. (Hemraj Group)**

Nature of Business : Company has two automated Rice Mill, Solvent Extraction, Edible Oil Refinery, Captive Power Plant and Exporting Indian De- Oiled Rice Bran Extraction to Vietnam and Selling Rice to FCI

Position : Senior Accountant

Period : 1st September'11 to 17<sup>th</sup> March'14

Job Responsibility :  
1. Finalisation of Accounts of Company & Assisting Auditor.  
2. Controlling & payment of Salary, P/Tax, VAT, TDS, Income Tax & Service Tax.  
3. Submitting Export/Import related documents to Bank including checking of L.C.  
4. Bill discounting, Dollar conversion.  
5. Compliance for Service Tax Refund claim.  
6. DEPB & Drawback claim from custom house.  
7. Leading team of junior accountants.  
8. Managing Day to day affairs relating to Accounts.  
9. Preparation of MIS.

4. Company Name : **REMAC India Group.**

Nature of Business : Marketing Agents for reputed Real Estate Company & Money Market business.

Position : Sr. Accounts Executive

Period : 15th December'10 to 31<sup>st</sup> August'11.

Job Responsibility :  
1. Maintaining accounts of group of companies.  
2. Leading team of junior accountants.  
3. Raising Invoices on various real estate companies & follow up for collection.  
4. Updating Bank & Cash Transaction.

- 5. Maintaining P.F, P/Tax, Labour Law formalities
- 5. Drafting Financial of the company.

5. Company Name : **The Institute of Computer Accountants (ICA-Assam, Jorhat Mega Centre).**

Nature of Business : It is a computer training institute which gives training on A/c, Income Tax, VAT, CST, Excise, Service Tax, Labour Laws, Investment, Banking Costing, Auditing, and Import & Export etc.

Position : CA Faculty

Period : 26th May'07 to 28<sup>th</sup> September'10

Job Responsibility:

1. Imparting knowledge of above-mentioned subjects (theoretical & practical)
2. Giving training to students on various accounting, payroll & investment related software.
3. Trained students to maintain clients' Accounts.
4. Look after ICA's Accounts & Taxation matters.

6. Company Name : **Agarwal & Associates.**

Nature of Business : Chartered Accountants firm, engaged in conducting of Audit, Taxations, & Accounting

Position : Audit Staff

Period : 25th March'06 to 15<sup>th</sup> April'07.

Job Responsibility:

1. Responsible for conducting Internal Audit of RAMKY INFRASTRUCTURE LTD.
2. Con-current audit of Central Bank.
3. Debtors Reconciliation between the books of South City Projects & N.K.Realtors.
4. Preparation of Accounts of various Companies in Tally etc.

7. Company Name : **B. Chhawchharia & Co.**

Nature of Business : Chartered Accountants firm, engaged in conducting of Audit, Taxations, & Accounting

Position : Audit Staff

Period : 4th April'04 to 24<sup>th</sup> March'06.

Job Responsibility:

1. Conducting con-current Audit of Oriental Bank of Commerce, Park Street Branch.
2. Statutory audit of M/s Bharat Sanchar Nigam Limited (B S N L).
3. Statutory audit of M/s Bank of India (Cuttack Branch).
4. Preparation of Accounts of various Companies in Tally etc.
5. Processing of E\_Tds Filing.

8. Company Name : **Mookherjee, Biswas & Pathak.**

Nature of Business : Chartered Accountants firm, engaged in conducting of Audit, Taxations, & Accounting

Position : Article ship of C A (Inter). Registration No. is CC045662. /ERO0063618

Period : 24th September'01 to 23rd September'04.

Job Responsibility:

1. Responsible for physical Stock verification & reconciliation of that on behalf M/S DABUR INDIA LIMITED.

2. Investment audit of M/s PUNJAB NATIONAL BANK (H O), DELHI.
3. Responsible for reconciliation of all Debtors & Creditors accounts.
4. Responsible for deposits of all statutory fees within due date as specified.
5. Responsible for finalization of the financial result of the Clients after necessary adjustments.
6. Reconciliation of all Bank Accounts maintained by the company

### **Key Deliverables Across the Tenure**

#### **Finance & Accounts**

- Supervising routine accounting and taxation functions. Finalisation of Accounts & audit.

#### **Taxation/Auditing**

- Conducting statutory, internal, revenue & stock audits within time.
- Preparing tax plans and ensuring timely deposit and filing of direct & indirect tax returns.

#### **Company Matters**

- Maintaining and preparation of documents and filling returns of companies as required by the Specific Act.

#### **Treasury Management**

- Ensuring proper utilisation of fund. Debtors and Creditors control and expense analysis for ensuring proper Fund Management.
- Preparing Cash Flow Statements, Bank Reconciliation Statements.
- Liaising with banks for collections & remittance. Online Bulk payments

### **Personal Dossier**

Excellent analytical, problem-solving, communication, administrative and leadership skills.  
Hobbies Playing Football, Badminton, Cricket & studying books.

#### **Personal Particulars:**

Father's name	Late Ananta Debnath
Religion	Hindu
Community	Bengali
Caste	OBC
Marital status	Married
Language known	Bengali, English, Hindi, Assamese.
Date of birth	19 <sup>th</sup> January 1979
Last Salary	Rs. 4.85 lacs p.a.
Expected salary	Negotiable
Notice Period	1 Month

I hereby declare that all the information stated above is true to the best of my knowledge & Belief.

Place: Kanaipur Colony, Hooghly

(Chandan Debnath)

Date:     /     /2021

