

SHUBHRANSHU CHOWDHURY

Contact No : 9831962914

E-Mail : shubhranshu78@gmail.com

Seeking middle level assignments in Accounts with an organization of repute

PROFILE SUMMARY

- **15+ years** of experience in Finance & Accounts and Taxation.
- Hands on experience in Accounts Payable and Receivable, Bank Reconciliation, Excise, Sales Tax, VAT, TDS and GST related matters.
- Knowledge of filing TDS and GST Returns.
- Skilled in handling audit assignments, co-ordinating for queries raised by auditors and successfully completing audits agreed timeframes.

AREAS OF EXPERTISE

- Planning and executing monthly /quarterly /annual closure schedules, providing monthly MIS and administering the closure process.
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to CFR (Cash Flow Report) of the general ledger.
- Identification of areas of revenue leakages, frauds, and cost reductions, streamlining reports and entries.
- Fulfilling statutory compliances of TDS and GST.
- Capable of team handling.

EMPLOYMENT DETAILS

Feb'08 – Present : Poonawalla Fincorp Ltd, Pune, as Sr. Accounts Executive

Key Result Areas;

- Accountable for the:
 - Entering business transactions in daily basis in Oracle ERP system
 - Preparation of the age wise debtor statement and account receivable statement
 - Processing payments to customers and vendors
 - Preparation and maintenance of cash flow and fund flow statement.
- Carrying out reconciliation of:
 - TDS receivable reconciliation with 26AS
 - Dealer reconciliation
 - Banks and account reconciliation
- Maintained Accounts and Records under GST – Input Tax Credit availed, Output Tax Payable and Paid, such other particulars as be prescribed.
- Input Tax Credit reconciliation with GSTR2A and GSTR3B to minimize differences to maximize set off
- Assist to submission of GST and TDS Return
- Handling the preparation of:
 - Updating & maintain TDS deduction and remittance.
 - Month wise GL report
 - Collection schedule and update the same in customer's account
 - Monthly MIS schedules as per company policies declared by time to time.

April'05 – Feb'08 : MMP Filtration Pvt. Ltd, Kolkata, as Accounts Executive

Key Result Areas;

- Responsible for the:
 - Entering business transaction in daily basis in Tally ERP system
 - Maintenance of books of accounts of the clients
- Involved in the maintenance of inventory register which involved inventory valuation report, inventory flow report
- Handling Central Excise (Maintaining RG 23A Part-I & Part-II and RG 23C Part-I & Part-II and PLA)

- Handling Sales Tax (VAT and CST)
- Preparation and filing returns of Central Excise & Sales Tax
- Handled the preparation of:
 - Age wise debtor statement and account receivable statement
 - Taxable invoices
 - Statutory documents of export materials
- Prepare monthly MIS schedules as per company policies declared by time to time

Feb'03–April'05 : Ganesh Wheat Products (P) Ltd, Kolkata, as Account Assistant

Key Result Areas;

- Maintaining Cash Book, Bank Book, Day to day accounts, Petty Cash, Voucher Entry, Billing, Purchase register, sales register, journal and ledger, inventory etc
- Prepare Dispatch Challan
- Assist in preparation and filing of sales tax returns
- Reconciliation of debtors & creditors and banks
- Assist to preparing the finalization of yearend financial statements

Jan'01 – Feb'03 : Shreyam Health Care (P) Ltd. Kolkata, as Billing Executive

SCHOLASTICS

- Dip. in Professional Accounting & Computer Mgmt. from Academy of Accounts & Taxation, Kolkata in 2005
- B.Com (H) in Accountancy from Patna University in 1999

PERSONAL VITAE

Marital Status	:	Married
Date of Birth	:	12 th January 1978
Nationality	:	Indian
Languages	:	Hindi; English; Bengali
Address	:	285, Subhas Nagar, Talpukur, Rishra Dist: Hooghly, West Bengal, 712250

Date :

Place :

Signature