

## RESUME

**ABHIJIT CHAKRABORTY**



### PERMANENT ADDRESS

C/O BIMAL CHAKRABORTY,  
P. O. GHOSHPARA,  
NORTH GHOSHPARA [GALASARA], BALLY.  
DIST: HOWRAH. PIN. – 711227.  
TEL. NO. - 033-26710146 / MOB. NO. – 9432272877 / 9007350568  
E-mail: [abhijit\\_chakraborty5@yahoo.com](mailto:abhijit_chakraborty5@yahoo.com)

**BORN ON 6 JANUARY 1978.**

### CAREER OBJECTIVES

Seeking a challenging position in the field of **Finance/Accounts/Audit**, so that I can furnish my potentiality.

### JOB PROFILE

Presently working in PAG in the Accounts Deptt. of **Poonawalla Fincorp Limited**. Direct reporting to Chief Officer & AVP, Accounts.

Detail profile furnished below:

- Preparing various schedules to Account and related MIS reports for the management.
- Maintaining Investment & FD details.
- Maintaining System related updation.
- Scrutiny of Advance & Debtors.
- Passing necessary entries for Advance Tax as per IT Return.
- Checking of various payments & income, related journal entries/general ledger scrutiny etc.
- Scrutiny of Purchase Order, Quotations and Comparative statement of Rates available.
- Checking of GRN/Purchase Invoice/Challans.
- Valuation of Stock-in-trade and preparation of stock reconciliation statement under Cost and Market Price.
- Maintaining of Fixed Asset Register and necessary accounting.
- Maintaining ICD's taken and its repayments along with interest.
- Prepare necessary reconciliation of TDS Receivable with 26AS & checking of TDS Payable on monthly basis.
- Reconciliation of GST Input and Output.
- Monitoring of Expense Accounting.
- Workout on Related Party Disclosure related to Balance Sheet.
- Prepare necessary data for RBI Compliance and Inspection Audit.
- Prepare data bank for various RBI Returns on monthly and quarterly basis.
- Payroll related recon and entries.

### WORKING EXPERIENCE

- Completed Articleship Training from **Ray & Ray**, Chartered Accountants [An associate of M/S MOORE & STEPHENS, U.K.] for the period 01.06.2000 to 31.05.2003.
- Worked with **Ray & Ray**, Chartered Accountants as an **Audit Assistant** from 01.06.03 to 31.01.05.
- Worked with **Himadri Chemicals & Industries Ltd.** as an **Executive, Accounts** from 02.02.05 to 11.07.07.
- Worked with **Venkateshwara Hatcheries Pvt. Ltd.** (VENKYS CHICKEN) as an **Assistant Officer – Internal Audit** from 12.07.07 to 08.03.08.
- Worked with **Magma Fincorp Ltd.** as an **Assistant Manager, Accounts** from 10.03.08 to 30.06.21.
- Presently working with **Poonawalla Fincorp Ltd.** as a **Deputy Manager, Accounts** from 01.07.21 till date, with present CTC of Rs. 9.37 Lacs p.a.

**DETAILS OF MAJOR AUDIT ASSIGNMENTS**

NAME OF COMPANIES	TYPE OF AUDIT	DESIGNATION
Baranagore Jute Mill Pvt. Ltd. Co.	Statutory Audit	Audit Assistant
Bengal Waterproof Ltd. [DUCKBACK]	-Do-	-Do-
East India Hotels Ltd. [Oberoi Group of Hotels]	-Do-	-Do-
IDBI.	-Do-	-Do-
BSNL.	-Do-	-Do-
Reliance Petrochemical.	-Do-	-Do-
Eastern Coalfields Ltd.	Internal Audit	-Do-
Peerless Hospital.	-Do-	-Do-
Tai Industries.	-Do-	-Do-
Bank of Tokyo & Mitsubishi.	-Do-	-Do-
Chandras' Chemical Enterprises Pvt. Ltd. (DENRITE ADHESIVE)	-Do-	-Do-
K. C. D [Spice] Pvt. Ltd. [COOKME]	-Do-	-Do-

**EDUCATIONAL QUALIFICATION**

Examination Passed	Year	Board/ University	Percentage
C.A. Final [Group - II]	2007 [Nov]	ICAI	53%
C.A. [Inter] / [PE – II]	2004 [Nov]	ICAI	52%
B. Com [Hons]	1999	Calcutta University	56%
Higher Secondary [Commerce]	1996	W.B.C.H.S.E.	51%
Secondary	1994	ICSE	72%

**COMPUTER KNOWLEDGE**

- OPERATING SYSTEM: MS-DOS, WINDOWS, and ORACLE-ERP.
- OPERATING PACKAGES: MS-OFFICE [MS-WORD, MS-EXCEL, MS-POWERPOINT]
- INTERNET APPLICATIONS.

**ABOUT MYSELF**

I like to read storybooks and listen to music specially Tagore songs. I also enjoy playing cricket. I enjoy working in-groups but also appreciate individuality. Gardening is my hobby.

**LANGUAGES KNOWN**

- English.
- Bengali [Mother Tongue].
- Hindi.

DATE:  
PLACE: Pune.

[ABHIJIT CHAKRABORTY]