

CA. SAMBIT KUMAR MOHANTY

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82/2/6, Becharam Chatterjee Road, Behala,
Kolkata- 700034



B.Com (Hons.), Chartered Accountant

Accounting, Taxation and Auditing Professional with more than 6 years of post-qualification and 8 years of pre-qualification experience with maximum exposure to Manufacturing, Trading, Service Sector companies and Charitable & Educational Institutions.

OBJECTIVES and PROFILE HIGHLIGHTS:

- ☐ To associate with an organization offering professional, challenging and rewarding work environment and give me an opportunity to update my knowledge and enhance my skills in the state of technologies and be the part of the team that excels in work towards the growth of organization.
- ☐ More than Eight years of hands on pre-qualification experience with a Chartered Accountant Firm with maximum exposure to Accounting, Taxation and Statutory & Internal Auditing of Manufacturing, Trading, Service Sector Companies and Charitable & Educational Institutions.

CORE COMPETENCIES

- ∞ Preparation and Finalization of Accounts
 - ∞ Handling of Direct Tax and Indirect Tax provisions and matters
 - ∞ Statutory and Internal Audit ∞ Dealing with Clients and customer service.
 - ∞ E-filing and submission of Returns: Income Tax, GST, ROC, TDS etc
 - ∞ Preparation of Monthly MIS report, Cash Flow, Funds Flow etc.
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WORK EXPERIENCE:

1. Bhaskar Solar Group of Companies, Kolkata

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| (i) Environ Solar Pvt Ltd. | iii) Environ Green Energy Pvt Ltd. |
| (ii) Environ Energy Corporation Pvt Ltd. | iv) Soltek Insulation India Pvt Ltd. |

- **Manager – Accounts & Finance**

: Since December 2018

Job Profile

- ⇒ Responsible for finalization of accounts of the organization.
- ⇒ Responsible for statutory and internal audits of the organizations.
- ⇒ Review and analysis of financials for adherence to accounting norms and corporate policies.
- ⇒ Head of more than 12 subordinate staffs for daily day to day accounting and finance related activities and transactions.

- ⇒ Responsible for related quires to and by the management.
- ⇒ E-filling of Returns i.e. Income Tax, GST, ROC etc.
- ⇒ Handling and coordinating with clients and there by focusing on client relationship.
- ⇒ Handling Income Tax, GST and TDS related activities.
- ⇒ Preparation of Monthly MIS report, Cash Flow, Funds Flow etc.
- ⇒ Responsible for day to day Banking & Treasury transactions.
- ⇒ Preparation and submission of supporting inputs for direct tax related appeals, hearings etc.
- ⇒ Looking after all individual employee Income Tax deductions.

2. **SG Group of Companies, Kolkata**

- (i) Shree Ganeshaya Infraprojects Ltd and (ii) S G Projects Ltd:
 • **Manager – Accounts & Finance** : **July 2014 to Nov. 2018**

Job Profile

- ⇒ Responsible for finalization of accounts of the organization .
- ⇒ Responsible for statutory and internal audits of the organizations.
- ⇒ Review and analysis of financials for adherence to accounting norms and corporate policies.
- ⇒ Head of 10 subordinate staffs for daily day to day accounting and finance related activities and transactions.
- ⇒ Responsible for related quires to and by the management.
- ⇒ E-filling of Returns i.e. Income Tax, GST, ROC etc.
- ⇒ Handling and coordinating with clients and there by focusing on client relationship.
- ⇒ Handling Income Tax, GST and TDS related activities.
- ⇒ Preparation of Monthly MIS report, Cash Flow, Funds Flow etc
- ⇒ Responsible for day to day general accounting entries.
- ⇒ Preparation and submission of supporting inputs for direct tax related appeals, hearings etc.
- ⇒ Looking after all individual Income Tax and GST files of directors and relatives of directors.

3. **M/s H.P. Mookherjee & Co (Chartered Accountants Firm), Kolkata**

- **Head – Accounts, Audit & Taxation** : **February 2005 to June 2014**

Job Profile

- ⇒ Responsible for finalization of accounts in compliance with Schedule VI requirements.
- ⇒ Responsible for statutory and internal audits of various types of organizations.
- ⇒ Review and analysis of financials for adherence to accounting norms and corporate policies.
- ⇒ Preparation of Companies Audit Reports and Income Tax (Form 3CD etc) audit Reports.
- ⇒ Filling of ROC forms, related documents and information.
- ⇒ E-filling of Income Tax and TDS returns etc.
- ⇒ Handling and coordinating with clients and there by focusing on client relationship.
- ⇒ Handling Taxation, TDS, Excise, Service Tax and VAT Activities.
- ⇒ Preparation and submission of supporting inputs for direct tax related appeals, hearings etc.
- ⇒ Preparation of Monthly Receipts & Payments and Profit & Loss Accounts.

4. **M/s H.P. Mookherjee & Co** (Chartered Accountants Firm), Kolkata

- **Article Clerk**
- **Assistant (Accounts & Audit)**

Job Profile

- ⇒ Statutory audit of Manufacturing, Trading and Service Sector Companies.
- ⇒ Statutory Audit of Banks, Schools, Colleges, Charitable Trusts etc.
- ⇒ Handling of Accounts and Direct Tax related activities.
- ⇒ Day to day data entry of Accounting Transactions viz. Sale, Purchase, Income, Expense etc.
- ⇒ Day to Day data entry of Cash and Bank related transactions and BRS.

Educational Credentials:

Chartered Accountant	– Institute of Chartered Accountants of India (ICAI) - 2013 - 55%
B. Com (Hons.)	- Bhadrak College, F.M. University, Odisha - 2000 - 65 %
10+2 (Commerce)	- CHSE, Odisha - 1997 - 61%
10th	- BSE, Odisha - 1995 - 67%

Computer Knowledge : Tally, FA, Volac, MS Office, Internet, e-mail Applications etc.

Father's Name : Jagannath Mohanty

Date of Birth : 10th July 1980

Marital Status / Sex : Married / Male

Religion : Hindu

Language Proficiency: English, Hindi, Odia, Bengali

Permanent Address: Vill– Kuanarpur, PO- Kalaspur, Dist: Balasore, Odisha, PIN - 756166

Pastimes : To play badminton, to watch Football & Cricket, Travelling and Social Service

Present CTC : Rs 7, 00,000 /- per annum

Place: Kolkata

Date:

Signature of the Applicant