**GOPAL GHOSH**

**Present Address: Plot No. 79/3, Bapujinagar, Bhubaneswar, Odisha – 751 009 Contact: +91 7682855338  Email: gghoshgopal89@gmail.com**

**Permanent Address: 52/53/B, Bara Bagan Lane, Mallickpara, Serampore, Hooghly, West Bengal - 712203**

**Career Goal: Accounting Manager / Sr. Accountant**

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| **Dedicated Accountant with Ten years of experience.** Change is the only constant, be it in everyday life or in a profession. With the change and growth in business, it is only natural that one would have to constantly upgrade and enhance their knowledge and resources that he has offered to the business or to the client. Therefore, upgrading one’s knowledge and resources to grow as a professional is another important career goal that one should pursue. |

**Education & Certificates**

* **PGDBA from Symbiosis in 2017.**
* **Certified Industrial Accountant course from Institute of Computer Accountant’s in 2009**
* **Passed Bachelor of Commerce from University of Calcutta in 2009**
* **Passed Higher Secondary Examination under WBCHSE in 2006**
* **Passed Secondary Examination under WBBSE in 2004**

**Present Company Details**

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| **arundhati jewellers pvt ltd :**  One of Odisha’s most preferred & fastest growing jewellery brand, spread across Western to Coastal line of Odisha, presently operating retail showrooms at **BHUBANESWAR, SAMBALPUR, BOLANGIR, BARGARH, BHAWANIPATNA** and Corporate Office at **Bhubaneswar** with more than 20Lakhs satisfied customers.  **Arundhati Jewellers** was the first jewellery retailer to be awarded in Western Odisha with the prestigious ISO 9001 : 2008 Certifications. The company incorporated in the year 2000 and till now growing with a tremendous stream with current Annual Turnover more than 400Cr.  **JOB RESPONSIBILITES**  **Senior Accounts Executive,** 06/2019 to Present    Working with **AJPL** from June 2019 as Senior Accounts Executive, doing all day to day Accounting & Internal Auditing Works with the help of 10 subordinates and reporting to the AGM & CFO. Details of responsibilities are listed below :  ***Job Responsibilities:***   * Entire control of books of accounts, doing primary entries like Purchases, Expenses and related payments. * Control of Bank, which includes daily BRS preparation, maintain day to day bank balance, ensure clearance of all monthly ECS, Company Credit Cards. * Submission of monthly stock statements to bank for CC Accounts. * Calculations, Payments and Submission of timely returns of TDS, GST and Profession Tax. * Arrangements to make timely branch wise payments to Sundry creditors for goods, expenses. * Doing commercial jobs like settling deals with new vendors for purchasing of miscellaneous products required for all branches and H.O. * Leading from the front for Sales, Purchases, and Expenses Audit with the help of team. * Major contribution in finalization of books.   **PreVIOUS Company Details**  **a] FORTUNE Group:**  Fortune Group is a group of companies consisting their business in the field of Real Estates, Tea Manufacturing and Steel Plant. Here are three companies Fortune Park Housing Projects Pvt. Ltd. is known form their esteemed Real Estate Business, Sannayshisthan Tea (Company) Pvt. Ltd. doing the part of Tea and Bhartia Brights and Seamless Steels Pvt. Ltd. is with the steel manufacturing part.  Fortune Park Housing Projects Pvt. Ltd. (Formerly Known as MIDLAND COUNTERTRADE PVT LTD) is an ISO 9001 : 2010 certified company started their business in the year of 1992, with current Annual Turnover around 100Cr. FPHPPL renowned for their prestigious Residential & Commercial Spaces. They have successfully completed some of prestigious projects like **Fortune City, Fortune Township, Fortune Air View.** Some of on-going projects of there are **Fortune Heights & Fortune Estates.**  **JOB RESPONSIBILITES**  **Senior Accounts Executive,** 12/2017 to 05/2019    Worked with **FPHPPL** from December 2017 as **Senior Accounts Executive**, doing all day to day works with the help of 5 subordinates and reporting to the Directors and the CFO. Details of responsibilities are listed below :  ***Job Responsibilities:***   * Maintain books of accounts. * Raise Advance, Slab Wise and Final Invoices to Parties. * Calculations, Payments and Submission of timely returns of all statutory dues. * Generation of Waybills and taking care of all Interstate purchases. * Preparation of Bank Guarantee for Parties and Letter of Credit for Suppliers. * Taking care of all Cash Related expenses and records. * Credit Control and arrangements to make timely payments to Suppliers. * Entire control of Sub-contractors & Labours. * Coordination with Internal and Statutory Auditors. * After Sales Services for Residential Flats. * Monthly book closing and report submission to Management. * Given Inputs to Statutory Auditors for Finalization of Books.   **PreVIOUS Company Details**  **b] AESTHETIK ENGINEERS PVT LTD :**  Aesthetik Engineers Pvt. Ltd. is an ISO 9001 : 2010 certified company registered under companies act 2008 on 04/2008. The company with its yearly turnover over 50 Crores and its branches are at Bengaluru, Bhubaneswar, Raipur & Guwahati with its head office at Kolkata. The company is dealing with Building Enveloping Systems, Automated and Sliding Doors and Windows, Stainless Steel Railing and other Exteriors and Interiors.  Major Clients of Aesthetik are Ambuja Housing & Urban Infrastructure Co Ltd, Bengal NRI Complex Ltd, Forum Projects Pvt Ltd, Larsen & Toubro Ltd, South City Projects Ltd, Bengal Shrachi Housing Development Ltd, Ideal Real Estates Pvt Ltd etc. and many more.  **JOB RESPONSIBILITES** |  |

**Accounts Executive,** 12/2009 to 11/2017

After completing education, started employment career with Aesthetik Engineers Pvt Ltd in 2009, After gathering knowledge of professional life promoted to Accounts Executive position from a data entry operator, doing all daily accounting jobs and taxation with the support of 3 subordinates and reporting to CFO and Directors.

***Job Responsibilities:***

* Maintain books of accounts.
* Calculations, Payments and Submission of timely returns of VAT, CST, Entry Tax, Service Tax, Profession Tax, WCT, TDS.
* Generation of Waybills and taking care of all Interstate purchases / Branch Transfers.
* Preparation of Bank Guarantee for Parties and Letter of Credit for Suppliers.
* Credit Control and arrangements to make fortnightly payments to suppliers.
* Coordination with Internal and Statutory Auditors.

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**Technical Skills**

* Working in Tally.ERP9, well versed with Fact, Ace.
* Good operation skill in MS-Excel, MS-Word, MS-Power Point, Outlook and Access.

**Personal Details**

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* **Father’s Name -** Mr. Samir Ghosh
* **Mother’s Name -** Mrs. Jaya Ghosh
* **Spouse’s Name -** Mrs. Sinthiya Ghosh
* **DOB -** 10/05/1989

**Interests**

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* Watching & Playing Cricket.
* Like to Travel in different places.
* Listening to Music.

**Date :**

**Place :**

**Signature :**