**Curriculum-Vitae**

**UTTAM DAS**

**55, Judgebagan, Haridevpur, Kolkata-700082**

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**dasuttamkumar1986@gmail.com**

# To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

## Professional Experience

1. Amit Iron Pvt.Ltd.

**As an Assistant Accounts Manager 20.03.2008 to 31.07.2012**

Recruited to supervise the Accounting process. Establish coordination between all group factories for efficient planning of work, Planning includes total purchase, sale & production of all items

## Key Contributions: -

* A detail oriented professional with excellent knowledge of accounts possesses of experience in financial planning, analysis and accounting principles.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Innovator with creative skills and experiences to improve overall business processes.
* Preparation of Stock Statement
* Preparation of sales tax return (including VAT & CST).
* Preparation of Excise & Service tax return
* Monitor the daily accounts.
* Excise and vat audit
* Maintaining Purchase and Sale Register.

* Settlement of Vendors Account.
* Liaison with banker for FDR, Bank grantee, LC, Etc.
* Liaison with banker for Loan Processing.

B. J.J. Automotive Ltd. 25.06.2013 to 30.04.2016

# **As an Accounts Executive**

**Key Contributions: -**

* Accounts Reconciliation- Bank Book, Debtors, creditors, inter company.
* Co-coordinating with the internal audit team.
* Assisting in preparation of balance sheet-preparation of cash flow statement, adjustment entries, account confirmations of debtors & creditors
* Bill booking & payment entries in Far vision package
* Calculation of monthly interests of term loans.
* Accounting entries in Tally ERP package.
* Preparation of cheques, RTGS & direct transfer.
* Preparation of sales tax return (including VAT & CST).
* Bill passing (Raw material, stores,trasnporters)
* Monitor the daily accounts payable & receivable as per the trading program
* C. Agro Crop pte international Ltd ( Head Office Singapore) 17.01.2017 to till date.

# **As an Accounts Manager.**

* **Key Contributions: -**
* Daily Accounts with Reconciliation- Bank Book, Debtors, creditors, inter company.
* Co-coordinating with Back office team for daily business proposal.
* Assisting in preparation of balance sheet-preparation of cash flow statement, adjustment entries, account confirmations of debtors & creditors.

# **Prepearig & Checking of GST and TDS Return.**

* Calculation of monthly **interests of term loans.**
* **Accounting** entries in Tally ERP package.
* Preparation of balance sheet-preparation of cash flow statement, adjustment entries, account confirmations of debtors & creditors.
* Departmental Visit for any statutory Matter Like ROC & Income tax.

## Education & Technical Proficiencies

1. CMA (Inter) 2010 from Institute of Cost Accountants of India.
2. CMA (Final(Group\_1) 2015 from Institute of Cost Accountants of India

MBA (Finance) **International School of Business Management. (2013)**

Bachelors in commerce (B. Com) (Hons) in 2006 from North Orissa University

12th standard in the year 2003 from R.I.H.S college Bhograi. Balasore.

## Other Efficiency

* Knowledge of ERP, Tally ERP, ACE, MS- Office and Internet Browsing in Computer.
* Independent accounts handling.
* Good communication skills with an efficiency of people handling and management & co-ordination.
* Good typing speed.
* Telephone etiquettes.

## Linguistic Ability

English, Hindi, Oriya Bengali.

## Personal Details

Date of Birth : 14th February 1986 Father’s name : Dibakar Das

Total Experience: 9.5 (Years)

Expected salary: Negotiable