

SYAMANTAK CHATTERJEE

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Professional Objective

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Professional Qualification

Completed CA in May 2015

- ◆ CA Final Group II, May 2015
- ◆ CA Final Group I, May 2014
- ◆ CA Inter in 2010

Academic Qualifications

| Year | Degree | University/Board | Performance |
|------|---|---------------------|-------------|
| 2012 | M.Com | Calcutta University | 60.80% |
| 2010 | B.Com (Hons.) (Accounting & Finance) | Calcutta University | 74.88% |
| 2007 | XII Standard | W.B.C.H.S.E. | 72.60% |
| 2004 | X Standard | W.B.B.S.E. | 84.50% |

Work Experience

- ❖ Working as **Internal Auditor** in **Selvel Advertising Pvt. Ltd.** from 6th March 2017 to till date.

Key Deliverables:

- Working as internal Auditor to identify loopholes in accounting flow and ensure utilization of funds
- Handling of Branch accounts
- Preparation of various MIS reports to timely decision making to management
- Handling Finalization of Accounts for all Group of Companies and handling the issues with auditors

- ❖ Working as **Senior Associates** in **PricewaterhouseCoopers Service Delivery Centre (Kolkata) Pvt. Ltd.** from 2nd November 2015 to till date .

Key Deliverables:

- ◆ Responsible in audit engagement of MNC companies , audit documentation, detailed audit testing , analyzing of trial balance for preparation of balance sheet and income statement, analyzing of ledger accounts , engagement in finalization of accounts.
- ◆ Prioritization of work request and ensure on time deliverable

(Industries worked on: Specially in Energy sector and also in health care services, financial services etc.)

Achievement: Received performance recognition i.e. Spot Award for the month of July 2016.

- ❖ Worked as **Accounts Manager** in **Vivan Group of Companies** having activities in insurance & stock broking field from **23/12/2013 to 22/07/2015**

Key Deliverables:

- ◆ Managing complete books of accounts
- ◆ Preparation of Budget
- ◆ Generation of Invoice and MIS report preparation and continuous following up of revenue generation
- ◆ Submission of and TDS, service tax
- ◆ Preparation of banking documents for loans
- ◆ Handling Statutory liabilities like PF, P.Tax, ESIC
- ◆ Finalization of individual accounts

❖ During Articleship: (from A.Mitraka & Co -1st Dec 2010 to 30th Nov 2013)

Gained sound practical knowledge of business Accounting in 3 years of articleship under Chartered Accountancy course.

Client Handled:-

- Kalpataru Group (Distributor of FMCG goods of Hindustan Uniliver Ltd, Vodafone , Johnson & Johnson, Garnier, Lakme, L'oreal etc in eastern and central zone of Kolkata)
- Purti Group (Construction Division)
- Industrial Safety Product Pvt. Ltd.(100% EOU of Leather product)

Key Deliverables:

- ◆ Handling detailed analysis of Billing generation of FMCG Goods (Hindustan Liver software, Johnson & Johnson etc), Checking Vat and service tax, understanding of loopholes in billing generation software and performing VAT audit at the year end
- ◆ Exposure and valuable experience on statutory audit i.e detailed auditing and finalization of accounts.
- ◆ Internal audit , Bank audit, Tax audit of different industrial companies , Individual accounts
- ◆ Income Tax cases and Income Tax Return

IT Skills

Well conversant with MS-Office & Excel tools (V look up, shorting, Conditional formatting etc.), Internet, Financial Accounting Packages- SAP, Tally ERP, Fact.

Personal Details

- Date of Birth : 28th Feb,1988.
- Father's Name : Late Basudeb Chatterjee.
- Address : 28, Girish Avenue ,4th Floor, Kolkata-700003
- Hobbies : Reading Story Books, Listening Music
- Languages known : English, Hindi and Bengali.

Declaration

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief.

Place: Kolkata

Date:

(Syamantak Chatterjee)