

**CAREER OBJECTIVE**

Professionally assist the organization in achieving their goals and long term success through continuous acquisition of Knowledge and through hard work.

**PROFESSIONAL QUALIFICATION**

Examination	Institute	Month / year	Percentage (%)	Remarks
Final	ICAI	May, 2012	55	
PE-II	ICAI	May, 2008	55	-

**ACADEMIC QUALIFICATION**

Examination	Year of Passing	Board/ University	School/College	% Secured
B.Com (Hons.)	2006	Calcutta University	Umesh Chandra College	59
Class XII	2003	W.B.C.H.S.E.	Dum Dum Airport High School	58
Class X	2001	W.B.B.S.E.	Dum Dum Airport High School	60

**WORK EXPOSURE****1. Vehere Interactive Private Limited (October 2015 to Present)**

Post : Assistant Manager (Finance & Accounts)

**JOB RESPONSIBILITIES :****ACCOUNTS**

- Overall supervision of accounts related activities of the organization.
- Finalization of accounts and discussion with statutory and internal auditors.
- Ensuring timely preparation of monthly accounts..
- Debtors management and follow up for outstanding amount with party. Also preparing debtors ageing and discussing the same with management.

**TAXATION MATTERS**

- Overall supervision of all the taxation (both direct and indirect) related activities of the organization..

**MIS**

- Preparation of MIS reports to provide feedback to top management of financial performance, profitability etc.
- Compliance and analysis of MIS on debtors, creditors, expense sheet, profitability position of the origination.

**BANKING RELATED ACTIVITIES**

- Handling all the day to day banking related activities of the organization.
- Maintaining good relation with bank personnel's from overall business perspective.

**CASH MANAGEMENT**

- Ensuring optimum utilization of idle funds by investing them in Bank FDs and Mutual Funds.

## **2. R S Software India Limited (June 2012 to October 2015)**

**Post : Senior Finance Executive**

### **JOB RESPONSIBILITIES**

#### **ACCOUNTS**

- Finalization of Balance Sheet of Foreign Subsidiaries.
- Preparation of Balance Sheet of company for providing to Bank.
- Discussion with internal and statutory auditors regarding monthly accounts.
- Ensuring timely preparation of monthly accounts.
- Debtors and Creditors management with ageing preparation for Management.
- Monthly reconciliation of inter branch activities.

#### **TAXATION MATTERS**

- Finalization of Tax Audit and Transfer Pricing Audit.
- Ensuring compliance with TDS provisions, i.e., timely payment and return submission.
- Ensuring timely return submission of indirect taxes like service tax, VAT (UK), GST (Singapore) and timely payment of the same.

#### **MIS**

- Preparation of MIS reports to provide feedback to top management of financial performance, profitability etc.
- Compliance and analysis of MIS on debtors, creditors, expense sheet, profitability position of the origination.

### **TECHNICAL TRAINING**

**Articleship:** i) B. Chhawchharia & Co., Chartered Accountants (Kolkata)

Period – February 2009 to September 2011.

ii) Dhandhanian & Associates, Chartered Accountants (Kolkata)

Period – September 2008 to January 2009.

#### **Major Clientele attended:**

Nilachal Iron and Power Ltd., Sanmarg Private Ltd., Assam Company India Ltd., Bengal Park Chamber Housing Development Ltd., Tyre Corporation of India Ltd., Siddhartha Capital Market Ltd.

### **COMPUTER PROFICIENCY**

- Accounting Packages like Tally, Share Pro and Fact.
- Well Conversant with MS Office (**Very good knowledge of MS Excel**).
- Worked in ERP (Oracle).

### **PERSONAL INFORMATION**

Date of Birth : 5<sup>th</sup> March 1986  
Sex : Male  
Marital Status : Single.  
Languages Known : English, Hindi & Bengali.

I hereby declare that the above information's are true to the best of my knowledge.

Date : 28<sup>th</sup> June 2016

Place: Kolkata

Anuj Agarwal.