

CA. ANKIT MURARKA

28/3 BHAIRAB DUTTA LANE, NANDI BAGAN,
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CAREER ASPIRATIONS

I would like to be part of an organization that encourages lateral thinking, appreciates innovation, demands analytical abilities, excellent interpersonal interaction skills and stimulates creativity. I aspire for a dynamic career in a challenging environment with tremendous potential for personal and organizational growth.

WORK EXPERIENCE

1. Comp.: SHYAM STEEL INDUSTRIES LIMITED

EN-32, SECTOR-V, SALT LAKE, SHYAM TOWERS, KOLKATA - 700091

SHYAM STEEL INDUSTRIES LIMITED is a TMT BAR MANUFACTURING Company having its plant at Durgapur.

Designation: Manager (Accounts)

Duration: December, 2015 to till date.

Job Description:

- Responsible for Expenses, Stores and Transport Outward department.
- Analysis of Expenses.
- Releasing Vendors Payment and also ensuring timely release of payments.
- Ensure all Expenses are accounted timely in the Books of accounts and at the end of the month.

2. Comp.: KIC METALIKS LIMITED

3B, LAL BAZAAR STREET, 'SIR RNM HOUSE', KOLKATA – 700001

KIC METALIKS LIMITED is a BSE Listed PIG IRON MANUFACTURING Company having its plant at Durgapur.

Designation: Asst. Manager (Accounts & Finance)

Duration: June, 2014 to November, 2015.

Job Description:

- Maintaining and Analyzing Books of Accounts.
- Preparing Monthly MIS Reports.
- Raw Material Valuation.
- Verifying Entries related to Raw Material Purchases (Domestic and Import), Raw Material related Expenses, Payments, Receipts, Statutory, Other Expenses, etc.
- Compliance of statutory provisions applicable to Industry i.e. Service Tax, TDS, VAT.
- Monitoring ledgers and Taxation matters.
- Handled Stock Audit, Cost Audit, VAT Audit, And Statutory Audit.
- Preparing data for Vat, Income Tax Assessment and also for Credit Rating.
- Assist in Preparation of Quarterly, Half Yearly and Annual Balance Sheet Finalization work.
- Handling Finance related work also in the organization i.e. Preparing Stock Statements, FFR, CMA Report, Preparing LC documents, etc.

3. Comp.: APARNA CARBONS PRIVATE LIMITED

PODDAR COURT, 18, RABINDRA SARANI, KOLKATA - 700001

Aparna Carbons Pvt. Ltd. is a Coal Tar Pitch Manufacturing Plant.

Designation: Asst. Manager (Finance & Material)

Duration: January, 2013 to May, 2014.

Job Description:

- Responsible for Landed Cost Analysis of Raw Material.
- Responsible for procurement of Raw Material.
- Participating in E- Auctions to procure Raw Material.
- Preparing MIS related to Raw Material Landed Cost.
- Whole Purchase Accounting.
- Monitoring ledgers and Taxation matters.
- Verifying Entries related to Raw Material Purchases, Sales, Statutory etc.
- Releasing Suppliers and Transporter payments.
- Handling Finance related work also in the organization i.e. Preparing Stock Statements, FFR, LC discounting etc.
- ERP Implementation – Headed a team formed for coordinating implementation of ERP solutions in the organization from M/s Focus Softnet Pvt. Ltd.

4. Firm: M/s. Neeraj Kejriwal & Associates

56, Metcalf Street, Kolkata

Designation: Article Trainee

Duration: January, 2008 to July, 2011

Job Description:

- During this period, I have gained exposure to various assignments that provided me the opportunity to work in a group, supervise & lead the team and to improve my knowledge & skills.
- Preparation of Individual files, Accounts & filing of Income Tax Returns.
- Filing of Income Tax Returns, Vat Return and TDS Return.
- ROC Form Filing (Form 2,5,32,66, 20B, 23B, 23AC, 23ACA) of various companies.
- Preparation of Books of Accounts of various clients.
- Experience in Tax Audit, Statutory Audit and VAT Audit of various Private limited companies like Cubs International Petrochem Ltd, A.V.M. Sales Pvt. Ltd, and Inforace Solutions Pvt. Ltd.

PROFESSIONAL QUALIFICATIONS

Degree	Institute	Year	Level	Performance
Chartered Accountancy	ICAI	May '12	Final Examination	55.63%
		May '10	Professional Competence Examination (PCE)	55.17%
		August '07	Common Proficiency Test (CPT)	66.00%
Company Secretary	ICSI	December, 11	Executive Program	55.33%
		June, 14	Professional Program	53.05%

ACADEMIC QUALIFICATIONS

Degree	College/School	University/Board	Year	Performance
B.Com (H)	St. Xavier's College, Kolkata	Calcutta University	2010	60.95%
Higher Secondary	Shree Jain Vidyalaya	W.B.C.H.S.E	2007	82.60%
Matriculation	Shree Jain Vidyalaya	W.B.B.S.E	2005	60.75%

COMPUTER PROFICIENCY

- Having Working Knowledge of Computer in MS Office, Internet Applications and Financial Accounting Software **Tally**.
- Having working knowledge in Spectrum ERP software. Currently Working in SAP in Shyam Steel Industries Limited.

PERSONAL INFORMATION

Nationality : Indian
Father's Name : Ashok Kumar Murarka
Date of Birth : 5th April, 1989
Gender : Male
Marital Status : Single
Hobbies : Playing Cricket, Chess, Listening Music.
Languages known : English, Hindi.
Date : 1ST MAY '2016