

Objective

To work with diligence and perseverance for the development of my organization by applying my knowledge and interpersonal skills. To seek a profile wherein my knowledge, abilities and skills are best utilized, and are further enhanced, while being able to provide maximum contribution to the organization.

Employment History**Khaitan Electricals Ltd.****Accounts Assistant**

(June 2016 – April 2017)

Areas of experience –

- Preparation of Financial Statements
- Income Tax Matters
- Filing of MCA Returns

Verde Ventures Pvt. Ltd.**Accounts Assistant**

(December 2014 – October 2015)

Areas of experience –

- Maintenance of Accounts and Preparation of Financial Statements
- Filing of TDS Returns
- Filing of Service tax Returns

Esko Die Casting Pvt. Ltd.**Accounts Assistant**

June 2011 – September 2012

Areas of experience –

- Preparation & reconciliation of Bank statement
- Voucher entries
- Inventory control
- Preparation of Financial Statements

Articleship experience in: M/s Gupta Ashok K & Co. (Chartered Accountants), Kolkata(30th October 2007 – 30th April 2011)**Areas of experience –**

- Preparation & finalization of accounts of Companies/ H.U.F / Individuals.
- Performance of Tax audit in compliance with Sec. 44AB of the Income Tax Act, 1961.
- Bank audit
- Develop in-depth understanding of business processes and internal control procedures critical to organizational functioning.
- Preparation and finalization of Return of Income and Return of Wealth Tax.
- Engaged in various Internal Audit and Statutory Audit assignment.

Education

<u>Qualification</u>	<u>University/Institute</u>	<u>Year</u>	<u>Marks</u>
CA(Final, Grp- I)	Institute of Chartered Accountants of India	May '14	50.00%
CA(PCC)	Institute of Chartered Accountants of India	May '11	51.25%
CS(Executive)	Institute of Company Secretaries of India	Dec '12	57.00%
B.Com(H)	Calcutta University	May '10	52.00%
High Secondary	S.A. Ekluvy College , Jamui	Mar '07	64.00%
Secondary	Holy Mission High School, Samastipur	Mar '05	54.00%

Other Information

- Completed the Certificate Course in Information Technology in July 2009(MS Dos, Ms Word, Ms Excel, PowerPoint, Ms Access and Accounting Package TALLY & Analyst)
- Successfully completed NCFM Capital Market and Derivatives Market Modules.
- Organized many functions at Intra and Inter College level, events, workshop etc in the college.
- Participated in Blood Donation Camps in College.

Personal Details

Father's Name	Sri Manoranjan Kumar Bhalotia
Date of Birth	17 th October 1989
Hobbies	Playing cricket & football, Reading and Travelling
Languages Known	English, Hindi, Bengali
Strengths	Analytical, team player and quick learner
Address	275 Bangur Avenue, Block- B, Ground Floor, Kolkata- 700055