

# CHIRAG MEHTA

ACA, B.COM (HONS.)

Communication Address: 7, Lake Terrace, Kolkata-700 029  
Phone: (M) +91 98367 17253 E-mail: chiragmehta89@gmail.com

An enthusiastic & high energy driven professional seeking challenging assignments with a reputed organization.

## PROFESSIONAL QUALIFICATIONS

Chartered Accountancy from The Institute of Chartered Accountants of India in November 2015.

## ACADEMIC QUALIFICATIONS

Examination	Year	University/ School	Percentage/Division
Bachelor of Commerce (Hons.)	2011	University of Calcutta	1 <sup>st</sup> Division
ISC (Class XII)	2008	Don Bosco School, Kolkata	86.00%
ICSE (Class X)	2006	Don Bosco School, Kolkata	81.75%

## COMPUTER PROFICIENCY

Literate about Microsoft Office software comprising Excel, Word and PowerPoint and accounting package Tally.ERP9.

## WORK EXPERIENCE

### 1. M.K.JOKAI AGRI PLANTATIONS PVT. LTD.(Kolkata)

(A global leader in Orthodox tea manufacturing & distribution, M K Tea Group strives to be the epitome of quality tea products. The M K Jokai Group owns & controls 7 plantations across Assam and West Bengal, producing close to 6.9 million kilograms of tea annually, having an annual turnover of Rs.128 crores and employing over 7,000 full time people. Every unit is a treasure trove of quality tea growth and production techniques.)

**Period** – March 2015 to Present

**Designation** – Accounts Executive

- Hired as Accounts Executive for monitoring and reviewing activities of 7 Tea Estates.

### Tasks & Responsibilities:

- Finalization of accounts and other statutory compliances.
- MIS Reporting.
- Financial Analysis.
- Handling Income Tax.
- Handling Internal and Statutory Audits.
- Performing Cost Control activities.
- Commercial Functions.
- Maintaining the financial system used to track plan, forecast, and actual data on a monthly basis.
- Assessing the financial data & trends thereby identifying key issues to maximize profits/ minimize expenses.
- Supervision and Control of Garden Accounts and Statutory matters relating to tea gardens.
- Received training related to tea garden activities including Manufacturing and Production of tea to enhance the knowledge related to tea.

-----

**2. Sajjan Kumar & Brothers Pvt. Ltd. (Kolkata)**  
**( One of the renowned Logistics Company providing Clearing & Forwarding and Custom Clearance services specializing for Export to Bangladesh & Nepal)**

**Period** – August 2013 to March 2015

**Designation** – Accounts Head

- Hired as Accounts and Administrative head for handling all the financial and operating activities of the logistics business.

**Tasks & Responsibilities:**

The major financial aspects of my job responsibility were as follows:

- Finalization of Accounts and Individual Return Filing.
  - Handling of Financial Investments and filing of regular returns.
  - Regular cash management.
  - Day to day analysis of operating activities.
  - Preparation of Export Documents.
  - Handling all client queries and reconciling accounts payable and receivable at regular intervals.
- 

**3. Articleship Training- J.Gupta & Co. , Chartered Accountants (Kolkata)**

**Period** – September 2008 to March 2012

**Designation** – Article Assistant

**Tasks & Responsibilities:**

- Part of the audit team conducting Statutory, Internal and Tax Audit of various Public and Private Entities.
- Part of the Audit Team responsible for carrying out Statutory Audit of banks.
- Carried out Due Diligence for various clients.
- Finalization of accounts and e-filing work.

<b>PERSONAL DETAILS</b>
-------------------------

<b>Date of Birth</b>	:	16 <sup>th</sup> September, 1989
<b>Father's Name</b>	:	Virendra Mehta
<b>Gender</b>	:	Male
<b>Marital Status</b>	:	Single
<b>Languages Known</b>	:	English, Hindi, Gujarati and Bengali
<b>Passport Number</b>	:	L4603502

Place: Kolkata

Date: