

ANIL CHOUDHARY

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The Manager
HR Department

Dear Sir/Madam,

Sub: Application for a Lucrative career in your esteemed organisation

I take this privilege in enclosing herewith my resume in support of my candidature for your kind & favourable consideration.

I take this opportunity to introduce myself as a Chartered Accountant. I am young and dynamic job aspirant committed to excellence and fully assure you that I will perform much beyond your expectations, if given a chance.

My curriculum vita is self-explanatory and I trust that you find it suitable to your requirements and you will very kindly give me an opportunity to serve to the best of my capacity.

I strongly believe that to pursue a career one needs to be good at broadly the following three things i.e. Interests, Skills & Attitude. I always deliver my best to whatever task I take up. I will be delighted if my candidature is found to be support worthy or your organisation.

I thank you for your valuable time and consideration and look forward far an interview.

Thanking You,
Yours sincerely

Anil Choudhary

Encl: Curriculum Vitae

CAREER OBJECTIVE

To pursue a highly challenging career having sustainable growth involving continuous learning and improving quality of work.

PROFESSIONAL CREDENTIALS

Examination	Institute	Year	Score (%)
CA Final	Institute of Chartered Accountants of India	Nov, 2012	54.00%
CA PCC	Institute of Chartered Accountants of India	May, 2011	52.50%
CA CPT	Institute of Chartered Accountants of India	June, 2008	50.50%

ACADEMIC CREDENTIALS

Examination	Institute	Year	Score (%)
B.Com (H)	Seth Anandram Jaipuria College, Kolkata	2011	55.00%
CBSE (XII)	Guru Teg Bahadur Public School, Durgapur	2008	85.20%
CBSE (X)	Guru Teg Bahadur Public School, Durgapur	2006	77.00%

WORK EXPERIENCE

Microsec Health Buddy Ltd (A growing manufacturing company operating under the brand name of "**SASTA SUNDAR**")
Sr Manager (Finance & Taxation) **Mar'15 to till date**

Job Profile: Sr Manager reporting to CFO, Responsible for statutory matters, Taxation, Accounts and Audit of entire group companies.

➤ **Roles & Responsibilities:**

- Preparation of Consolidated & Standalone Financial Statements, Limited Review Reports of Listed Entities.
- Calculation of Excise Duty, Vat, Service Tax, Entry tax, TDS on a monthly basis and get them filed timely.
- Managing Taxation matters of the entire group including appeals and scrutiny.
- Preparation & Filing of Income Tax return & other statutory return on a timely basis.
- Preparation & Filing of documents for claiming various subsidies from the government
- Reviewing the Internal Financial Controls as per the newly enacted requirement by ICAI.
- Streamlining accounting systems and taxation irregularities on monthly and quarterly basis.
- Knowledge Bank, Data Bank and Data Management of financials of the entire group.

Wellman Wacoma Ltd, Kolkata
Manager (Accounts)

Apr'13 to Feb'15

Job Profile: Manager (F&A) reporting to VP (Corporate) & CEO, Responsible for Accounting, Auditing, Budgeting/MIS, Working Capital Management, Direct & Indirect Taxes and Secretarial Matters.

➤ **Roles & Responsibilities:**

- Preparation & Finalization of Annual Financial Statements.
- Ensuring adherence to Accounting Standards and other requirements of Schedule – VI of the Companies Act, 1956 and other statutory requirements.
- Periodic financial MIS preparation, profitability review and analysis.
- Preparation & Filing of Income Tax, Excise Duty, Sales Tax returns on a timely basis.

- Ñ Managing the Working Capital requirements of the company.
- Ñ Maintenance of C- Form Register along with other statutory returns & register.
- Ñ Assisting in Preparation and filing of ROC & Company Law Matters.

Articleship with M/s O.P.Goenka & Co. Chartered Accountants, Kolkata

Oct'08 to Mar'12

➤ **Areas worked**

- Cash and Bank vouching- Approval of expenses by proper authorities, checking of evidences with supportings and booking of the same under appropriate head.
- Bank Reconciliation Statement- Verification of the bank balance on the closing date, uncleared cheques, date of subsequent clearance of cheques and bank charges charged by banks.
- Fixed Asset Schedule- Checking of additions, deletions, rate and amount of depreciation charged.
- Scrutiny of schedule of debtors and creditors to ensure adequacy of provisions and review if any liability is to be written off.
- Investment Schedule- Verify classification, opening balance, purchase, sale and valuation is as per AS-13
- Finalization of Accounts and computation of Tax for Individuals, Firms and companies.
- Preparation of FORM-3CA & 3CD, Application of Sec 40A, 43B
- E-filing documents such as form- 2, 5, 32, 20B, 23AC, 23ACA, 66 with registrar of companies.
- Preparing & E-filing Income tax returns of various clients.

KEY ACHIEVEMENTS

- Recovered Income tax refunds of more than 2.5 Crores for Microsec Group of Companies by analyzing pending Taxation matters within the time span of 1 year.
- Handled a sanction of Rs 400 Lacs of renewal of working capital loan from OBC Bank, Kolkata.
- Handled an income tax case of demand of Rs 72 Lacs Pending with ITAT, Kolkata.
- Identifying areas for cost control and cost reduction.
- Identifying Weakness in Internal Control system and taking corrective measures.

CO-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Cleared CA Final with exemptions in **Financial Reporting, Auditing & Assurance, Strategic Financial Management, and Indirect Taxation.**
- Held the position of School Head Boy in the year 2006-07.
- Was awarded Certificate of Excellence in Accountancy as well as in Mathematics in the year 2008-09.
- Held the position of School Captain in the year 2005-06.
- Was awarded Certificate of Merits in various Competitions conducted by school at all India level.
- Stood Team Captain for Interschool cricket competition.
- Participated in the various cultural programmes conducted by the society.

COMPUTER PROFICIENCY AND OTHER INFORMATION

- Proficient with the use of Business Application Software viz. MS Office
- Working Knowledge of Accounting Package like Tally ERP-9, FAMS.
- Completed 100 Hrs CCT conducted by ICAI.

PERSONAL DETAILS

Father's Name : Mr.Pawan Kr Choudhary
 Date of Birth : 21st May, 1989
 Nationality : Indian
 Address : 26, Burtalla Street, Burrabazar, Kolkata-700007
 Hobbies : Travelling, Solving Puzzles, and Sharing Knowledge etc.
 Languages Know : English, Hindi, Bengali & Marwari