

# Abhijit Chowdhury

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## CAREER OBJECTIVES

To work in a challenging environment, that helps me grow in knowledge and experience by making the best use of my ability, giving maximum output for the benefit of the organization and serve as a stepping stone for my future growth & development.

## PROFFESIONAL QUALIFICATIONS

Institute	Degree	%	Period
The Institute of Chartered Accountants of India	CA Final	-	Nov,15
	CA IPCE	52.50	May'12
	CA CPT	52.50	June'11

## ACADEMIC CREDENTIALS

University/ Board	Institution	Qualification	%	Year
Calcutta University	Heramba Chandra College	Bachelors of Commerce (Honours)	58.0	2014
ISC	M.P.Birla Foundation H.S. School	Higher Secondary Education	88.5	2011
ICSE	M.P.Birla Foundation H.S. School	Secondary Education	84.0	2009

## WORK EXPOSURE

**Maple Orgtech India Limited**  
(Sister Concern of Tega Industries Limited)  
**Accounts Executive**

**Jan,16 – Till Date**

### Key Responsibilities:

- Preparation of monthly MIS Reports.
- Contributing to Product Cost Planning.
- Correction of Accounts and complying with other Statutory Compliances.
- Analyzing Project Performance and reporting the Profitability of the ongoing Projects to the Management.

**Tega Industries Limited**  
**Industrial Trainee**

**Apr, 15 – Dec,15**

### Key Responsibilities:

- Preparation of Monthly MIS Report relating to Accounts and Finance.
- Contributing to Preparation and Finalization of Financial Statements.

- Filing drawback under the Advance License and Focus License Schemes with Director General of Foreign Trade.
- Working in Logistics Department, coordinating with customers regarding receipt of materials, receiving and approving quotations of Freight and Courier Service providing Companies.
- Preparation of Export Documents for claiming Export Duty drawback, coordinating for collection of Landing Certificates.

## **Chandak & Associates** **Article Assistant**

**Nov, 12 – Mar,15**

### Functional Roles

- Verification of Books of Accounts.
  - Ensuring proper deduction and timely submission of statutory dues.
  - Analyzing financial statements and identifying the prospective areas of material misstatements.
  - Ensuring compliance with accounting standards, guidance notes and applicable statutes.
  - Finalization of Financial Statements.
  - Preparation of monthly & quarterly reports.
- Taxation & other areas:
- Involved in Computation and Preparation of Income Tax Returns.
  - E-Filing of quarterly TDS Returns.
  - Ensuring Compliance with Statutory Laws of Service Tax, TDS, etc.
  - Advising clients in various matters in relation to tax planning.
  - Carried out Vat Audit of various entities under the state VAT Laws.
  - Preparation of Tax Audit Reports and filing the reports with Income Tax Department.
- Key Job description:
- Independent preparation and finalization of all Audit report.
  - Independent finalization of Accounts of Pvt. Ltd Companies, Partnership firms , Sole Proprietorship concern & Limited Company
  - Maintenance of day to day books including monthly and quarterly closing of Accounts of Various entities.
  - Computation of Income and Filing of Income Tax returns of various Individuals.
  - E-Filing of quarterly TDS Returns.
  - Ensuring compliance with Statutory laws of Service Tax, TDS, ESI, PF, etc.
  - Filing of Form 15CA and preparation of Form 15CB for compliance with the department.

## **ACHIEVEMENT**

- Scored Exemption in Cost Accounting & Financial Management in IPCE.
- Scored Exemption in Information Technology & Strategic Management in IPCE.

## **COMPUTER COMPETENCY**

- Completed 100 hours IT Training organized by ICAI.
- Well conversant with MS-Office.
- Knowledge of Various Accounting Software. ( Tally ERP )
- Proficient at Internet surfing and web based application.

## PERSONAL DOSSIER

- Date of Birth : 28<sup>th</sup> November, 1992
- Father's Name : Ajit Kumar Chowdhury
- Mother's Name : Kusum Chowdhury
- Address : 36, Buroshibtala main road Kolkata – 700 038
- Marital Status : Single
- Language : English, Hindi, Bengali