****CURRICULUM VITAE****

#### CA AVIJIT BANERJEE

#### C/O- Milan Krishna Das,

6/1 Satyajit Park, Thakurpukur, Mobile No: 9933559294,8013771459

Kolkata-700063, West Bengal Email: avijitbanerjee86ca@gmail.com

**CAREER OBJECTIVE:**

**To secure a challenging position where I can effectively contribute my skills for the development of organization as well as for the improvement of my knowledge as an individual in this challenging and competitive environment.**

**DESIGNATION:**

**CHARTERED ACCOUNTANT**

**MEMBERSHIP NO:**

**307100**

**PROFESSIONAL QUALIFICATION:**

**Chartered Accountancy Course:**

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| **Exams.** | **Year of**  **Passing** | **% of Marks** |
| C.A (C.P.T) | 2007 | 75.50(Distinction) |
| C.A (P.C.C) | 2010 | 51.83 |
| C.A (FINAL) | 2013 | 61.12 |

**EDUCATIONAL QUALIFICATION:**

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| **Exams.** | **Boards** | **Year of Passing** | **Division** | **% of Marks** |
| MADHYAMIK | W.B.B.S.E. | 2001 | 1st | 65.62 |
| H.S | W.B.C.H.S.E | 2003 | 1st | 68.00 |
| B.Com (H) in Accountancy | B.U | 2006 | 1st | 69.62 |

**ACCOUNTING PACKAGE:**

* **Tally ERP 9**

**COMPUTER KNOWLEDGE:**

* Operating System : Windows 95 / 98 / XP.
* Software Skills : MS Office.

**EXPERIENCE:**

* ***Working in the capacity of Chartered Accountant in TEA BOARD OF INDIA, Govt. Of India since 22/04/2015.***

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| **Work Exposures** |
| * Maintenance of accounts of various schemes (plan & non-plan both). * Finalization of accounts of various schemes (plan & non-plan both). * Consolidation of financial statements. * Allocation of cost of various License Schemes. * Preparation of Bank reconciliation Statement of various bank A/cs. * Collection of License Fees. * Service Tax payment & submission of Return. * TDS payment & submission of Income tax Return. * Professional Tax payment & submission of Return. * Preparation of Annual Budget for Expenditure & Income. * Cash Flow & Fund Flow Management for Plan & Non-Plan. * Preparation of various reports as per ministry requirement. * Preparation of Separate Audit Report. |

* ***Worked in the capacity of Qualified Auditor in S. Ghose & Co, Chartered Accountants LLP (8 Months, upto 21/04/2015).***

**Selected Audit Assignments:**

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| **Sl** | **Projects** | **Work Exposures** |
| **1.** | Statutory Audit Of **National Insurance Company Limited.** | * Scrutiny of Trial Balance , Balance sheet & Profit & Loss A/c * Checking of Service tax related matters. * Checking of investment functions so as to check the compliance with IRDA Regulations. * Assisting the Fund Dept. in reconciliation of Funds. * Liaised with the Chief Manager of Finance to finalize the various aspects of the annual report. * Conducting Tax Audit. |
| **2.** | Internal audit of **Bharat Sanchar Nigam Limited(BSNL), Krishnanagar and Siliguri Division** | * Checking of various Scopes of internal audit and reporting the laxity in internal control system. * Taking of pro-active steps to set right the discrepancy as well as assisting the unit to bring about improvement in the quality of accounts. * Checking of Statutory payments related matters & its compliance thereof. |
| **3.** | Stock & Book Debt Audit of **Walson & Co Ltd.** on behalf of Andhra Bank. | * Physical verification of stock * Age wise analysis of Debtors & identifying the doubtful debts. |
| **4.** | Statutory Audit of **Hindustan Udyog Ltd.** | * Assisting the GM Finance in finalizing the Books of Accounts and complying with various taxation and ROC related matters. |
| **5.** | Statutory Audit of **Calcutta swimming Club.** | * Scrutiny of Receipts & Payments Account and Expenditure Statement. Assisting in finalizing the Books of Accounts. |
| **6.** | Statutory Audit of **Allahabad Bank.** | * Scrutiny of trial balance & fixed assets register, tax audit ,checking of RBI IRAC Norms 2014 regarding   Advance and Income Recognition. |

* ***Worked in the capacity of Accountant in******DIVERSIFIED VYAPAR PVT LTD (6 months , upto April’2014)***

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| **Work Exposures** |
| * Maintenance of Cash Book. * Preparation of Sale Bill & Challan. * Preparation of Online Way Bill Permit. * Day to Day Handling of Debtors & collection from them. * Preparation of Bank Reconciliation Statement. * Finalization of accounts. * Income tax Return, TDS, Service tax Return, Professional Tax etc. |

* ***Worked in the capacity of Article Trainee in******Amresh Kumar Jain & Co (3 Years and***

***6 Months).***

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| **Sl** | **Projects** |
| **1.** | Statutory Audit Of **Bengal Tea & Febric Ltd.** |
| **2.** | Internal Audit of **Budge Budge Co Ltd.** |
| **3.** | Statutory Audit of **Fatka Pvt.Ltd**. |
| **4.** | Stock Audit of **Torrent Ltd, Lupin Ltd.& Alkem Ltd.** |
| **5.** | Taxation related matters. |
| **6.** | Statutory audit of **Dena Bank**. |

# Personal Particulars

**Father’s Name : Ramdas Banerjee**

**Date of Birth : 28-07-1986**

#### Permanent Address : C/O- Milan Krishna Das,

#### 6/1 Satyajit Park, Thakurpukur

**Kolkata-700063, West Bengal**

**Gender : Male**

**Marital Status : Single**

**Languages known : Bengali, English & Hindi**

**Nationality : Indian**

**Declaration:**

**I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief.**

**Place-Kolkata**

**Yours Obediently,**

**(Avijit Banerjee)**