

**PREETAM CHANDA**

12/1W/1 Prince Gulam Hossain Shah Road

Kolkata – 700 032

Mobile : +91 8017375225

Email id : [preetam.chanda1985@gmail.com](mailto:preetam.chanda1985@gmail.com)

**Career Objective**

Goal oriented, works towards fulfillment of company’s goal and to become team leader and team member as well.

**PROFILE SUMMARY**

* Interned at De Subir Kumar & Co. *Chartered Accountant Firm for 3 years from 2010-*

*2013*

* Independent handling of Audit work Project at West Bengal Govt. Health Department

on Accounting, Internal Auditing.

* Expertises in Taxation, Accounting , Auditing , & Cost Analysis.
* Worked in an assignment of Tax Audit and VAT Audit of renowned Partnership Firm

in Kolkata.

**ACADEMIC PROJECTS**

**Project Title : Internal Audit in West Bengal Govt. Health Department**

Description : This project dealt with about Internal functioning for a well organized manner related to proprietary Audit & reconciliation of fund sanctioning from HQ with respective Districticts including expenditure verification of districts level.

**Project** **Title1** : **Concurrent** **Audit** **of Indian Medical Association WB Part**

Description : This project dealt with verification of all receipts & payments of state level, reconciliation of fund transferring & overall internal operational audit.

**Project** **Title2** **: Concurrent Audit of Branch of Allahabad Bank**

Description : This project dealt with auditing of internal functioning of branch & reporting any discrepencies to Zonal office.

**SCHOLASTIC**

* 2015 Completed Chartered Accountancy exam of India in May.
* 2007 B.Com Hons from Calcutta University securing 60.62% marks.
* 2004 12TH standard W.B.C.H.S.E. with 65.1% marks.
* 2002 10th from W.B.B.S.E. with 68.65% marks.

**POST QUALIFICATION EXPERIENCE**

1. **Audit Manager of Saraf & Chandra from Sept’2015**
   * 1. **Internal Auditor** 
        1. **At Vikram india** 
           1. Compliance of Relevant AS prescribed by ICAI.
           2. Procurement management.
           3. Sales and distribution.
           4. Checking of Compliance procedure i.e TDS compliance, Service tax compliance, PF compliance.
        2. **At Vikram Solar Pvt. Ld.**
           1. Compliance of Relevant AS prescribed by ICAI
           2. Checking of Compliance procedure i.e TDS compliance, Service tax compliance
           3. Sales and Distribution.
        3. **at Neotia Healthcare Initiative Ltd**
           1. Accounting, Compliance procedure checking i.e. TDS Complience, WCT etc
           2. Procurement management
           3. Sales and Distribution
           4. Development of Ideal Procurment Policy
     2. **Statutory Auditor**
        1. MMP Filtration Pvt. Ltd. Co
        2. At National Institute Of Electronics and Information Technology, Kolkata & Ranchi (2015 – 2016)
        3. At Paraaj Motors Pvt. Ltd 2015-2016
        4. ST Automobile Pvt. Ltd 2015-2016
        5. Eastern Coal Field Ltd. Subsidiary of Coal India Ltd
2. **Assistant Manager (Accounts) at Emami Paper Mills Ltd.**
   1. Excise return preparation.
   2. Service Tax return preparation
   3. Pulp Return preparation
   4. Installation certificate preparation
   5. Help Management in roll out process in GST.
   6. Legal drafting and Legal assistance

**SUMMARY OF SKILLS**

*  Good communications skills
*  Positive attitude towards work
*  Fast Learner, Can adapt well to changes and pressures.

**IT SKILLS**

* Well versed with programming languages:
*  Accounts related Software i.e. Tally 9.0 , Analyst and SAP B1 , Ginysis, SAP.
*  Well conversant with Internet Technology.
*  MS-Word, MS Excel, MS Power Point, MS outlook.

**EXTRACURRICULAR ACTIVITIES**

* I am a member of renowned World Yoga Society.
* I am also associated with Art of Living Foundation as volunteer
* I like to spend my vacant time by playing Chess & Sudoku
* Learnt drawing for 6 years from Bani Chakra , Kolkata..

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**PERSONAL SNIPPETS**

* Date of Birth : 19th Nov 1985
* Son of Sri Paritosh Chanda
* Languages Known : English, Hindi and Bengali

Date :

Place : Signature