**CA SUJIT SHARMA**

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## CAREER OBJECTIVE

To work in a challenging and dynamic environment and having a driving ambition to reach the pinnacle in the accounting & finance field through a steep learning curve and consistent professional growth.

## SUMMARY

* Currently working in **Aashiyana Conclave Private Limited,** Real Estate Company, Kolkata.
* Served as Audit and Accounts Assistant at **D S V & Associates** (CA Firm), Kolkata.
* Articled Assistant in **D S V & Associates (**CA Firm), Kolkata.
* Strong Pre-qualification experience in **Statutory Audit & Internal Audit** with experience in practical application of Indian GAAP.
* Sectors exposed to: **Real Estate Co’s**, **Banking Co’s, Insurance Co’s, Service Industries, Manufacturing Industries, Colleges, NBFC Co’s & Advertising Co’s.**

## PROFESSIONAL QUALIFICATION

* **Chartered Accountants** from Institute of Chartered Accountants of India in Nov, 2014.

## ACADEMIC QUALIFICATION

* B.Com (Hon’s) in 2009 securing 69% from Calcutta University.
* Standard-XII in 2006 securing 82% from ISC Board.
* Standard-X in 2003 securing 72% from ICSE Board.

## WORK EXPERIENCE

1. Working in **Aashiyana Conclave Private Limited** (Group of 110 companies), Real Estate Co’s since Dec 2014.

* **Job Profile:**
* Ensuring preparation & maintenance of Books of Accounts of all the companies as per Companies Act 2013.
* Involve in Finalization of Books of Accounts of all the companies as per Companies Act 2013.
* Various ROC e Forms Filing.
* Preparation & Maintenance of Minute Books for all the companies as per Companies Act.
* Cross checking & Tallying of Ledger Balances of respective companies in their Books of Accounts.
* Reconciliation of Books of Accounts with regard to entries done among the internal companies.
* Involve in the process of preparation of Bank Reconciliation Statement for all the companies.
* Checking (Auditing) of Books of Accounts in regular basis and ensuring that transactions are posted to the accounts in accurate and in timely manner.
* Ensuring timely and properly compliances of various statutory matters like e Payment and returns of TDS, Service Tax, P Tax etc.
* Filing of Form 26QB (TDS on sale of Property).
* Dealing with the Statutory Auditors.

1. Worked asArticled Assistant & as Audit and Accounts Assistant in **DSV & Associates** (C.A. Firm).

* **Audit Experience**
* Assisted in Statutory Audit of **National Insurance Company, Division VI.**
* Independently handled College Audit of **Kharagpur College** (F.Y. - 2008-2009).
* Assisted in College Audit of **Kharagpur College** (F.Y. - 2007-2008).
* Assisted in College Audit of **K D College of Commerce,** Midnapore (F.Y. - 2006-2007).
* Exposed to execute Statutory Audit & Tax Audit of various Companies & other private concerns of various sectors like Advertising Agency, NBFC Co’s, etc.
* Internal audit experience of **Peacock Media Ltd,** Mumbai (Advertising Agency)**, Alom Extrusion Ltd,** Kolkata (Manufacturing Company)**, Dhanwantary Medicare & Research Centre Pvt Ltd,** Kolkata, (Retailer & Wholesaler of Medicine) & Various other Non Corporate Entities.
* NIU Audit, Sim Verification & Starter Kit Verification Audit for **Tata Teleservices Ltd.**
* Stock Audit of various branches of **Dhanwantary Medicare & Research Centre Pvt. Ltd.,** Kolkata
* Stock Audit in running counter of **Nightingale Diagnostic & Medicare Centre Pvt. Ltd.,** Kolkata
* Assisted in Salary & Wages Audit (F.Y – 2007-08) of **South Eastern Coalfield Ltd,** Dankuni, W.B.
* Stock/Book Debt Audit of various concerns for **Union Bank of India**, **Kolkata**
* VAT audit of Pvt. Ltd Cos & other private concerns.
* **Accounting Experience**
* **Calcutta Investment Company Limited**, NBFC Company (Listed Company),
* **Jindal Communications**, Retailer of Mobile Phones & Accessories.
* Maintenance & Finalization of Books of Accounts of various Corporate & Non Corporate Entities, Firms during Articleship Period.
* **Other Experience**
* Handling TDS work, Income Tax work, Service Tax Jobs & Vat Assignment.
* Preparation and Filing of ITR (including E filing).
* Individual file maintenance and Return Filing.
* Accounting, Taxation & Audit matters.

## COMPUTER PROFICIENCY

* Completed 100 hours of Computer training from Institute of Chartered Accountants of India.
* Knowledge of Tally (7.2, 9, ERP).
* Knowledge of MS-Office with good Skill.
* Worked in DOS Based Software like Speed etc.

## SPECIAL ACHIEVEMENTS

* Achievement of being a team leader for conducting NIU Audit, Sim Verification & Starter Kit Verification Audit for **Tata Teleservices Ltd** in DSV & Associates.
* Tallying & finalizing the unmatched Trial Balance for **Kharagpur College** (FY 2008-09).

## LINGUISTIC ABILITIES

Efficient communication skills in

* English.
* Hindi.
* Bengali.

## PERSONAL DETAILS

* Date of Birth: 09th April’1986.
* Father’s Name: Mr. SHIVPUJAN SHARMA.
* Gender: Male.
* Marital Status: Single.

As to why I am good enough for your esteemed organization, I do not know but we must have a meet; you might find reasons to hire me. Hope to hear from you soon.

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLACE:** Kolkata (**SUJIT SHARMA)**