**Ankit Musaddi Contact No.: (M) +919831868491**

**E-mail: ankit.musaddi@gmail.com**

**CAREER OBJECTIVES:**

To become a professional in the field of finance by gaining specialized skills and considering problems from broader perspective.

**WORK EXPERIENCE**

* **Alcove Construction Private Limited**

Division : Finance & Accounts

Designation : Manager Accounts

Period : 16/05/2016 to till date

Sector : Real Estate

Work Profile

* Involved in preparation and maintenance of Accounts in Tally Erp 9
* Total Finalization of Accounts in Consultation with the Auditors, Making closing provisions, Balance Confirmation of Debtors & Creditors, Scrutiny of ledgers.
* Actively participate in Annual Budget, Statutory Audit, Internal Audit of the organization
* Maintaining Register of Account Receivables and enable timely issue of Demand.
* Handling Service Tax Issues and Cenvat Management.
* Undertaking TDS Reconciliation with 26 AS at regular interval.
* Making careful evaluation of Purchase Order, Work Contract Order while accounting

**Key Project Handled**: Block 32 in Diamond City North, Handling the head office Accounts

* **Mirania Builder Private Limited**

Division : Finance & Accounts

Designation : Financial Excutive

Period : 1/12/2012 to 15/05/2016

Sector : Real Estate

Work Profile: In Addition to above

* Assets Management with due emphasis on Proper Documentation and Compliance.
* Handling and Coordinating Service Tax and Capital Gain Implication in case of Joint Development Agreement
* Auditing Whether Rent Bills are raised timely and handling its Service tax Compliance.
* Auditing Whether Rent Bills are raised timely and handling its Service tax Compliance.
* Liaison with government departments for property, Land & Panchayat Taxes and auditing its Payment.
* Project Approvals with Banks and Finance Institution
* Liaison with Advocate for New Land Purchase and its Title Searching, Agreement for Sale, Deed of Conveyance, Development Agreement, Power of Attorney, Gift Deed, Loan / Credit Agreement and Lease Agreement

**Key Project Handled**: The Address, Lakewood Estate, Baruipur Project and other Misc Project in and around Topsia Bypass

**ARTICLESHIP**

**Sandip & Associates**

Work Description

* Delivered consistently quality audit service adhering to the timeliness of clients like JG Chemical Ltd, Shroff Trading Company, Riddhi Sidhi Group, Prakash Roadlines Corporation Pvt Ltd, Shreya Batteries Pvt Ltd, SN Murarka Overseas Pvt Ltd
* Filing ITRs, Reconciliation & Finalization of Accounts.
* Preparation of various documents for Scrutiny Assessment, Appeals to Cit (A) and Search and Seizure.
* Online Filing of ROC Forms Like 23AC, 23ACA, 20B, 23B.18, 32 Din 1 and 4.
* Handling of IT Refund and Assessment procedures u/s 143(3), 154
* Preparation and Compilation of Tax Audit Report U/S 44 AB

**PROFESSIONAL QUALIFICATION (CHARTERED ACCOUNTANT)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institute** | **Month/Year** | **Percentage (%)** |
| Final | I.C.A.I | Nov ‘15 | 52% |
| PCC | I.C.A.I | Nov ‘09 | 53% |
| CPT | I.C.A.I | Nov ‘06 | 69% |

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Passed** | **University/Board** | **Year** | **Percentage (%)** |
| B. Com. (Hons.) | Calcutta University | 2008 | 57% |
| H. Secondary | W.B.C.H.S.E. | 2005 | 69% |
| Secondary | W.B.B.S.E. | 2003 | 64% |

**COMPUTER PROFICIENCY:**

* Completed 250 hours of Compulsory Computer Training, Certified by ICAI
* Considerable working knowledge of MS Office (Word, Power Point, Excel), Tally..

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**OTHERS**

* **Certification in** General Management & Communication Skills (GMCS) from ICAI
* Certificate from **HELPAGE INDIA** for assisting in raising funds for the care of the elderly.

**PERSONAL INFORMATION:**

* **Date of Birth**: 24-11-1986.
* **Hobbies:**  Reading, Listening to Music
* **Father’s Name:** Shiv Ratan Musaddi
* **Address:** 16,Sikdar Para Street

Kolkata: 700007.

* **Passport No** **:**  P4262230

I hereby declare that information given above is true to the best of my knowledge and belief.

**Ankit Musaddi**