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**Chartered Accountant, Company Secretary**

**Name: Somoke Bhattacharyya**

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**Career Abstract:**

-Goal oriented professional, dynamic and innovative.

-Chartered Accountant from ICAI.

-Successfully completed Articleship Training from Samir Bhattacharyya & Company, Kolkata.

-Specialized in Accounts, Finance, Taxation & Audits.

-Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work.

-Strong analytical & organizational abilities with adeptness in formulating accounting systems and preparing accounting records/financial statements.

-An effective communicator with excellent relationship building & interpersonal skills.

**Education:**

-CA Final from ICAI in 2014 (66% marks in Strategic Financial Management in CA Final)

-CS Professional Programme (final) from ICSI in 2013.

-CS Executive Programme (inter) from ICSI in 2009 (63% marks in Company Accounts, Cost and Management Accounts in CS Executive Programme)

-CA PE-II from ICAI in 2007 (62% marks in Audit in CA PE-II)

-B.Com(hons) under University of Calcutta from Heramba Chandra College (South City [Day] College), Kolkata in 2005

-Higher Secondary under WBHSEC from South Point High School, Kolkata in 2002.

**IT Skills:**

Tally accounting package (Tally ERP 9.0)

MS Office (Word, Excel, Power Point)

Internet Applications

Underwent 100 hours ITT Training of ICAI

Underwent Computer Training on ‘Understanding Information Technology in the Corporate Environment’ of ICSI from NIIT

**Seminar attended:**

Attended seminar conducted by ICSI on Companies Bill, 2012 and Companies Act, 2013.

Attended seminar on GST and ICDS conducted by ICAI.

**Articleship Training:**

Key Deliverables:-

* Executed an in-depth detailed analysis of the collected accounting data for various client organizations.
* Scrutinized general ledgers reconciliations, general vouchers, and conducted numerous examinations including P&L.
* Recommended effective controls after carefully analyzing the system to maintain high standard precision in all predictions and calculations.

**Clients Handled:**

* Nongovernmental organization, Northern Evangelical Lutheran Church, Jharkhand; Gospel Outreach, Jasidih; Mohulpahari Christian Hospital- Handled finance and accounts, Internal Audit, Inventory management, bank and stock reconciliation
* Mornai Tea Estate, Assam; Carmel High School, Kerala-Tax planning, statutory compliance on tax audit, handling service tax returns and related compliances.
* Mobel Furniture: Worked within a team, handled internal audit work of branches, looking after the compliances and detecting any misappropriation that could take place in these branches.

**Experience:**

Joined Samir Bhattacharyya and Co. as an employee since June 2011 and has performed regular work such as auditing, making of financial reports, bank reconciliation, e-filing for tax returns till date. Other performance include

* Management information and analysis, management internal reporting, budgeting and planning.
* Annual preparation of income tax and service tax return and calculation of liabilities, recording and reporting of tax provision, payment estimate calculation and processing tax payment.
* Preparation of PF return and FCRA return for various clients.

Joined Unnati Trade Fincon Private Limited from April, 2015. Unnati Trade Fincon Private Limited is a microfinance institution with 60 branches all over West Bengal.

* Working in Unnati as a financial adviser and financial analyst.
* Taking decisions on loan acquisition from banks and loan disbursement to various branches on the basis of demand supply schedule.

Handling portfolio of loans and determining the feasibility of business correspondence with other banks and financial institutions.

Joined Technocon Services from September, 2015 as Accounts Manager on contractual basis for 1 year. Technocon Services is the authorized dealer and service provider of Kirloskar Oil Engines Limited.

* Taking part in Internal Audit of various areas like whether Cash and Bank vouchers files are maintained properly, whether all the details and requirements have been incorporated in vouchers, the authorized signature has been in place in the vouchers, etc.
* Overseeing whether the entries made in the books are proper or not, reconciling the receipt details in the books with the pay advice sent by the debtors.
* Checking the Debit Note sent by the debtors and interest on delayed payments by debtors and analyzing whether they are properly accounted for.
* Accounting for purchase tax relating to purchases made from unregistered dealers.
* Reconciliation of TDS obtained from 26 AS with TDS entered in the books.
* Preparation and maintenance of Fixed Asset Register
* Dealing with banking related matters like managing of various current accounts and cash credit accounts maintained in various banks.
* Reconciliation of interest charged on Cash Credit accounts with interest entered in books.
* Taking part in VAT assessment cases and assisting in compiling documents and attending hearing as well.
* Online filing of VAT return, P. Tax return, Service Tax return and responsible for statutory compliances.
* Reconciliation of Statutory Liability and payment thereof.
* Preparation of various MIS Reports for reporting to management and for analysis of overall performance of the organization.

Joined Shree Automotive Private Limited from 1st September, 2016 as Accounts Manager. Shree Automotive is the authorized dealer and service provider of automobiles comprising Mahindra Auto, Ashok Leyland and CASE Holland infrastructural Vehicles having a total Turnover of Rs. 800 Crore.

* Performed the same set of activities as performed in Technocon Services.
* Performing Internal control activities and reporting the same to management.
* Reconciling the purchase and sales invoices from the books of account with Dealer Management System.
* Preparing Quarterly Dealer Financial statement and analysis of the same with previous quarter. The statement are prepared for every branch.
* Online filing of VAT, Service Tax, TCS, TDS, Works Contract Tax and Income Tax.
* Making all the statutory payment to government.
* Preparation of MIS Report every month and reporting to the management.
* Giving training and education to accounts personnel of every branch and workshop of all the developments in taxation and statutory matters.

**Hobbies:**

Photography, Playing Cricket, Trekking, Reading Books

**Personal details:**

Residential address: 26/10, P. Majumder Road, P.O.-Haltu, Kasba, Kolkata-700078

**Date of Birth:** 11/02/1984

I declare the facts and information provided above are complete and correct to the best of my knowledge and belief.

Somoke Bhattacharyya