

BIO DATA

ABHISEK BOSE

S/O. SRI SWAPAN KUMAR BOSE

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AREA : BEHALA

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OBJECTIVE:

To work with a organization with the best of my knowledge and power, and help the organization to achieve its goal.

ACADEMICS :

Honours Graduate in Commerce from **Calcutta University** in 2004.

COMPUTER SKILLS :

MS Word , MS Excel (**VLOOKUP, HLOOKUP, Pivot Table, Chart etc.**) Internet , E-Mail.

Very well conversant in **Tally** Software (Tally Academy).

EXPERIENCE DETAILS :

1. First **7 months** out of my total experience I worked with a manufacturing co. (Partnership) on honorary basis as **Accounts Assistant**.
2. For **2 Years & 9 months** I worked with C.A. Firms & Tax Firms as **Audit & Accounts Assistant**.
3. I worked with a GMP Certified Drugs Manufacturing unit (M/s. **FINOP DRUGS PVT. LTD.**) as **Accountant** from **Oct'2008 to May'2012**.
4. I worked with a reputed electronics trading firm (M/s. **FAIRDEAL INTERNATIONAL**) as **Accountant** from **June'2012 to 11th Oct'2012**.
5. I worked with a Corrugated Box Manufacturing company (M/s. **Films & Printers (India) Pvt. Ltd.**) as **Senior Accountant** from **01st April '2013 to 31st Mar'2020**.
6. Alongside I worked with a Construction & Developer Partnership Organization (M/s. **Aspire Developers**) as **Part Time Accountant** from **01st April '2014 to 31st Dec'2019**.
7. Presently I am working with a Manufacturing concern (M/s. **Atlas Projects**) as **Senior Accountant** from **April '2020 to till date**.

Details of Working Experiences :

A. Accounts :

- **Preparation & Checking of Purchase & Sales invoice** with purchase orders & challan and enter them in accounts books.
- **Cash Control** and making of **Vouchers**.
- **Creditors Management** along with payments through **NEFT & RTGS**.
- **Preparation of documents for realizing payments against Letter of Credit (LC)**.
- **Liason with bankers** for daily bank activity and preparation of **Bank Reconciliation Statement (BRS)** monthly.
- **Salary & Wages calculation** and maintenance of Salary & Wages Register, Attendance Register.
- **Entering daily transaction** on computer.
- Preparing **monthly stock statement** for submission to bank for **Cash Credit Facility**.
- **Finalisation** of Accounts over MS Excel.(**Balance Sheet, Profit & Loss Account, Cash Flow**)
- **Drafting Official letter** relating accounts & statutory matters.
- **MIS Reports**

B. Income Tax :

- Computation of TDS- Non Salary & Salary and payment within due date. E-Filing of TDS Return on quarterly basis. Online generation of TDS Certificate.
- Computation of quarterly Advance Tax and payment within due date.
- Computation of Income Tax and E-Filing of Income Tax Returns (ITR Forms) within due date.

C. Goods & Services Tax:

- GST Registration Challan Generation & payment
- GSTR-1 , GSTR-3B , GSTR 9, GSTR 9C filling Issuance of LUT
- REFUND of GST E-Way Bill & E - Invoice creation

D. Employees Provident Fund :

- Monthly contribution & Return through ECR. Registration of new IPs and UAN.
- Withdrawal , Transfer of PF Account. Advance from PF Account.

E. E.S.I.:

- Maintenance of Registers Registration of new IPs ,
- Online generation & payment of challan Experience in ESI Case

F. Profession Tax :

- Deposition of Profession Tax for Company, Directors & Employees.
- Submission of Online Return.

G. ROC Work :

- Drafting of Board Resolution for ROC Purpose like appointment of director , change of authorized signatory for bank etc.
- Documentation for filling of ROC Form for DIN Application, Director Appointment, Directors' KYC, Auditor's appointment, MSME (Half yearly Return) etc.
- Documention for Annual filling of ROC Return, Financial Statement.
- Arrangement of Compliances Certificate.

H. Audit Work :

- Preparation of all audit related documents & files as required by auditors for Statutory Audit , Tax Audit Report (Form 3CA & Form 3CD)
- Experience in GST Departmental Audit.

Others:

- Visiting Govt. Depts whenever necessary for Assessment ,demand & case etc. related matters, applying for new registration & enrolment etc.
- Annual Return under Minimum Wages Act & Payment of Wages Act.
- Half yearly contribution payment to Labour Welfare fund.
- Maintenance of Adult worker Register under factory act.
- Central Excise & Service Tax Compliance
- Experience in Central Excise Audit & Raids.

PERSONAL DETAILS :

Date of Birth : 19th April, 1983
Marital Status : Unmarried
Languages Known : Bengali, Hindi & English
Hobby : Mathematics, Reading various kinds of detective books.
Religion & Nationality : Hindu & Indian

Date :

Place : Kolkata

Mr. ABHISEK BOSE