

AMITESH KUMAR

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Mob No:- 8076707636

Career Objective

Seeking the position in the organization that provides me ample opportunity to explore and excel in the fields of Finance, Auditing, Taxation and Accounting while carrying out the niche of personal, professional and organizational goals.

Articleship Experience

BAGARIA A K & ASSOCIATES: Articleship in Raniganj,(W.B).

- **Work Exposure:** Took up varied audit assignments in different sectors. The responsibilities includes:
- Proficiency in TDS Related work like online filing of 24Q and 26Q
- Concurrent audit in nationalized bank. United bank of India
- Reviewing the compliance of Indian accounting and audit standards, and CARO;
- Reviewing the compliance with the requirements of Schedule of the Companies Act 1956 and 2013,2014,2015,2016
- Preparation of the Audit Plan and ensure completion of the same within the time.
- Analysis of Revenue booking System
- Analysis of Debtors and Creditors-Ageing, Recovery Period, Balance Confirmation procedures and legal cases.
- Analysis of stock and stores- Identification procedures for slows moving, non-moving and obsolete items.
- Review of various reconciliation statement e.g. BRS, Stock, etc.
- Perform Income Tax related work and conduct Tax Audits.
- Physical stock take and valuation as on year end in accordance with the Accounting Standard issued by ICAI.

JOB EXPERIENCE

- **Articleship in CA Firm For 3 & Half Year(July 2007 to Feb 2011)**
- **Assistant Accountant in CA Firm for 2 Year (June 2011 to May 2013)**
- Bank Reconcile
- Accounting Journal Entries in tally ERP
- Income tax Audit ,Statutory Audit ,Internal Audit ,Stock Audit , Concurrent Audit.
- Preparation of Financial Statement
- **Worked in Meryl BPN (A Unit of Medical Manufacturing For 3 Years(June 2014 to June 2017)**
- Journal entries in Tally ERP
- Stock maintain regular basis
- Deals with foreign payments (filling 15CA , 15CB)
- Invoice check on daily basis
- Ready tax compliance like TDS return, income tax return
- Preparation of MIS Reporting Financial Statement
- **Worked in Vee Excel Pharmaceutical Pvt Ltd**

- Accounting Entry in **SAP,Tally ERP** P/ L Making And Balance Sheet Preparation
- Bank Reconcile.
- Vander payment
- Reconcile of Creditor & Debtor Payment.
- Preparation of Import Documentation (LC , Foreign Payment , 15 CA , CB).
- Preparation of Export Documentation (Invoice ,Form A2 , BRC)
- Preparation Of Letter of Undertaking(for Exemption in the case of Export)
- Knowledge of GST
- Invoice Preparation in GST
- The HSN Code in GST
- Input Adjust in GST
- GST Charge in Case of Stock Transfer
- Reverse Charge Mechanism under GST
- Handling Work of Insolvency And Bankruptcy Act
- Handling billing Operation Under GST

Worked as a District Finance Manager in JSLPS , Rural Development Department (Govt of Jharkhand) on contractual Basis from August 2018 to 14 June 2021

- Handling Govt project like NRLM ,JICA ,JOHAR, DDUGKY ,UDAAN
- Preparation of Monthly Financial Report , TDS Filling , GST filling ,
- BRS maintain of Every Scheme
- Time bound payment
- Budget Preparation of Every year
- TDS Deduction on Payment
- Preparation of Balance sheet

Current Working as Senior Tax Accountant in Entigrity Pvt Ltd (US Based KPO)

- Preparation of Bookkeeping in Quickbooks Online , & Quickbooks Desktop Software
- Categorization & Reconciliation of Checking Accounts & Credit Cards Accounts
- Scheduling & Process of Payroll Weekly, biweekly , Monthly & Recording the transaction in the books at Month end .
- Payment of sales Tax for different States .
- Review the Financial at the month end & check the balances
- Preparation of Tax Return -1040 , 1065 , 1120C , 1120S for the new & existing clients
- Reconciliation of M1 & M2 with the books of records .
- Preparation of tax return with the help of tax organizer & source documents , previous return copy in Drake & Laccert Software.
- Clear the Diagnostic after the preparation of tax return.

Salary – 6 Lakh (CTC)

Expected Salary – Negotiable

Professional Qualification –

- CA Inter qualified
- CPA (US) Pursuing

Level	Year	Institution
PCC(Inter)	Nov, 2011	The Institute of Chartered Accountants Of India.
CPT	May ,2007	

Academics Qualifications

Examination	Year	Board/ University	Performance
B.Com (H)	2008	B.U.	51.63%
Higher Secondary	2005	W.B.B.H.S.E	55.00%
Secondary	2003	C.B.S.E	54.00%

Others

Computer Literacy:	Conversant with various Accounting Packages like Tally ERP and Competent with Microsoft Word, Excel and Power Point Presentation and Internet . Knowledge of SAP
Software Knowledge	QBO , Bill.com, Zero , Drake , Laccert
Computer training	100 hour's computer training certificate in CA Course and 6 months Computer Course.
Linguistic Proficiency:	English, Hindi, Bengali.

Personal Information

Permanent Address: Raniganj (W.B)
Current City Raniganj (W.B)

Hobbies

- Playing Football
- Listen Music