

CURRICULUM VITAE



CONTACT DETAILS:

Name: BISWAJIT KARMAKAR

S/O : SANKAR KARMAKAR

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CARRER OBJECTIVE:

To remain part of a professionally managed organization where my acquired knowledge & experience is best utilized and at the same time, opportunity for growth & expansion of my knowledge best along with the growth of the organization.

ACADEMIC QUALIFICATIONS:

- Passed B.COM from Calcutta University in 2006.(52%)
- Passed **Higher Secondary** exam under **W.B.C.H.S.E.** in 2003 (61.4%)
- Passed **Madhyamik** exam under **W.B.B.S.E.** in 2001.(67.25%)

SOFTWARE KNOWLEDGE:

- **TALLY 9.1 - Tally Certified Professional**
- **TALLY 7.2, MS -Excel, Word, Internet** from Youth Computer Training Institute.
- **SAP (FICO) version S4 Hana 1809**

WORKING EXPERIENCE:

ORGANIZATION: Chandra's Chemical Enterprises Pvt. Ltd (H.O.) of P.C.Chandra group (formally known as "DENDRITE ADHESIVE") from 8th September 2014 to till now.

FUNCTIONAL AREA: Assistant Accountant.

Job Responsibility (Present)

1. Preparing of Bank Reconciliation Statement
2. Preparing and efilng of GSTR-3B return.
3. Preparing and efilng of GSTR-1 return.
4. Checking & processing of Raw material, Container & Packing bills.

Analysis

1. DSO – Days sales outstanding, DPO - Days payable outstanding
2. Other analytical jobs when required as per instruction of H.O.D.

Job Responsibility (Previous)

1. Checking & processing of branch petty expenses.
2. Checking & processing of budget wise advertisement & Travelling expenses of all India branches
3. Checking & processing of repairing & maintenance & all A.M.C bills.
4. Preparing month wise TDS summary report (except salary).
5. Preparing annual Sales Commission.

ORGANIZATION: Bharat D Sarawgee & Co – CA Firm.
from 15th March 2009 to 31.08.2014

FUNCTIONAL AREA: Assistant Accountant.

Job Responsibility

Responsible for maintain Books of Accounts like Cash Book (Petty Cash), Bank Book, Purchase Register, Sale Register, Receipts, Payment,. Efileing of VAT Return (FORM-14), CST Return (FORM-1), Entry Tax, Way Bill, Form “C”, Form “F” and Efileing of P.Tax.

Audit Experience : **Internal audit** (JMC India Ltd, Simplex Infrastructure limited, **Statutory audit** (Dalhousie Jute Ltd), system Audit

ORGANIZATION: Multi Trade Impex from Jun 09 to March 11.

FUNCTIONAL AREA: Accountant.

Job Responsibility

Responsible for Maintain Books of Accounts like Party Ledger, Cash Book, Purchase, Sale, Bank Book, Receipts, Payment, Stock etc maintain in Tally 9.1. Efileing of VAT, CST, Way Bill, Form “C” return, TDS on works contract & Interest.

PERSONAL INFORMATION:

- Date of birth : - 6TH December 1983
- Sex : - Male
- Marital status : - Married.
- Nationality : - Indian

Place: - Kolkata
Date: -

BISWAJIT KARMAKAR