

# **KOUSIK GHOSH**

**Mobile:** +91 9231999607, 8100199532(Whatsapp)

**Email:** ghosh.kousik2016@gmail.com

## **CARRER OBJECTIVE:**

**To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.**

## **PROFESSIONAL SYNOPSIS**

- ▶ Result Oriented Professional possessing **22+ Years** working Experience in Career.
- ▶ Hardworking, Competent & Efficient.
- ▶ Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.
- ▶ Good Communicator with Excellent Presentation, Team management / Building & Motivation Skills.

## **COMPETENCIES:**

- ♣ Professional Knowledge
- ♣ Financial Monitoring & Analysis
- ♣ Decision Making
- ♣ Supervision
- ♣ Communication and Interpersonal Skills

## **EMPLOYMENT SCAN:**

Name of the Company

**Indarsen Shamlal (P) Ltd**  
(Manufacturer & Exporter of Jute & Cotton Products)

Designation

Accounts Manager

Duration

2nd March, 2009 to Till Date.....

## **ROLES & RESPONSIBILITIES**

- ♣ Filing of Monthly GST Returns (E-Filing of GSTR-1 & GSTR-3B).
- ♣ Maintaining of GST Input & Output Register and other documents thereon.
- ♣ Processing of GST Refund
- ♣ Handling GST Scrutinies
- ♣ Making E.Way bill & E-invoice
- ♣ Filling of TDS Returns.
- ♣ Filing of Professional Tax Return
- ♣ Official correspondence through Email
- ♣ Handling of Foreign Currencies (Receipts & Payments)
- ♣ Forward Booking of Foreign Currencies
- ♣ Ageing Analysis of Debtors & Creditors
- ♣ Preparing Payroll
- ♣ Controlling over day to day accounts

Name of the Company

**Jainex Metaliks Ltd.**

Designation

(Manufacturer of Ingot)

Duration

Accountant

June, 2005 to February, 2009

**ROLES & RESPONSIBILITIES**

- ♣ Handling Sales Tax (VAT & CST).
- ♣ Filing of VAT & CST Returns (E-Filing).
- ♣ Maintaining of VAT Input & Output Register and other documents thereon.
- ♣ VAT Audit, VAT Assessment
- ♣ Maintaining of Documents Relating to FORM C, FORM H, FORM 12A, and FORM EI& EII
- ♣ E.Way bills matter.
- ♣ Filling of TDS Returns.
- ♣ Filing of Professional Tax
- ♣ Handling of Export Pre/Post Shipment Loan.
- ♣ Handling of Foreign Payments.
- ♣ Preparing Payroll
- ♣ Controlling over party payments

Name of the Company

**Cosmic Engineers**

Designation

(Manufacturer of Railway Wagon Components)

Duration

Accountant

June, 2002 to June, 2005

**ROLES & RESPONSIBILITIES**

- ♣ Daily Entry (Fact & ACE) of: Purchase Bill, Sale Order, Bill, Challan, Bank Payment, Receipts, Cash Payments & Receipts.
- ♣ Making Bank Reconciliation Statement on monthly basis.
- ♣ Handling TDS Related Matters.
- ♣ All Other Day to Day Works.
- ♣ Contributes to team effort by accomplishing related results as needed.

Name of the Company

**D.P.Bidawatka & Others (HUF).**

Designation

Part time Accountant

Duration

December, 2004 to January, 2007

**ROLES & RESPONSIBILITIES**

- ♣ Maintaining of Individual Accountants (Tally 7.2)

---

**SCHOLASTICS:**

<b>2002</b>	Passed M.Com with 56% Marks from Calcutta University
<b>2000</b>	Passed B.Com(Hons)with 62% Marks from Calcutta University
<b>1997</b>	Passed Higher Secondary with 52% from WBCHSE
<b>1995</b>	Passed Madhyamik with 66% Marks from WBBSE

---

**TECHNICAL SKILL:**

- ✓ *Certificate Course in Computers & FA (Tally, Fact, Accord ,ACE Ex-N-Gn) from Brainware Computer Academy.*
- ✓ *Certificate Course in DCA(DOS, WORDSTAR, LOTUS, WINDOWS) from Computronics India*

---

**HOBBIES:**

- ♣ *Listening Music*
- ♣ *Traveling*

---

**STRENGTHS**

- ✓ *Good Communication Skill.*
- ✓ *Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.*
- ✓ *Sincere & Hardworking.*
- ✓ *Comprehensive problem solving abilities.*
- ✓ *Good Leadership Skills.*

---

**PERSONAL DOSSIER:**

*Date of Birth : 19<sup>th</sup> December, 1979*  
*Permanent Address : C/o Late Shibnath Ghosh, 38/2, Biseswar Banerjee Lane, Kadamtala Howrah- 711101*  
*Sex : Male*  
*Marital Status : Single*  
*Nationality : Indian*  
*Language Known : English, Hindi & Bengali.*

**Declaration** - *I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.*

**Date:** 09.11.2024

**Place:** Kadamtala, Howrah

---

**(Kousik Ghosh)**