

CURRICULUM VITAE

ASHISH RANGA
(B. COM)

Contact Details:

Parivar Renest
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Career Objective:

Looking forward to a promising career as accounts officer wherein I can excel in my work through integrity, diligence, sincerity and through honest efforts, so as to make a valuable contribution to the organization as well as in my career.

Profile:

- *A result oriented personnel with 15 Year's of working experience in Accounts, Finance, Taxation, Banking & Compliance in Manufacturing Industries.*
- *Proficiency & Expertise in managing of all types of financial accounting, Finalization Books, Finance, Taxation, Banking, Payroll, Roc, Stock Audit etc.*

Academic Qualification

Year	Education	Board	School/College
2008	Bachelor of Commerce	Calcutta University	Umesh Chandra College
2004	Higher Secondary	W.B.C.H.S.E	Shree Maheshwari Vidhyalay
2002	Madhyamik	W.B.B.S.E	Tantia High School

Working Experience:

Shakti Dealtrade Private Limited - June, 2020 – till date

- ❑ Cash & Bank handling, monitoring of Accounts receivable & payable activities, manage with the entries responsibility of analyzing the AR/AP aging reports & time to time data structuring summarizing and data Reconciliation process of accounts AR/AP & Vendor/Customers (Management & Reconciliation), Fixed Assets Registers/Management etc
- ❑ Helping in Monthly & Quarterly preparation of Balance Sheet, Statement Profit & Loss accounts, Income & Expenditure accounts, Trial Balance, receipt & payment statement Supervise for making all type of financial statements, reports, schedules analysis of significant of all daily accounting balances, & follow with all type of statutory guidelines.
- ❑ Ensure timely Purchase Order, Sales Order, Sales, Purchase, Vouchers, Expenses, GRN, MRN, and reconciliation of accounts party wise, ageing Report, accurate & timely processing of bills and release of payments, timely receipts of payments from the dealers, timely issue of revised Invoice, Debit & Credit Notes.
- ❑ Preparation & Finalization with Coordination for ROC Compliance Appointments & Change of the Auditors/Directors, Resolution, Compliance, Certificate, Annual Returns, e-Form Filing, Director/Boards' Reports, Auditor Report, Annual Financial Statement, MOA, AOA.
- ❑ All Work relating to GST like Preparation & Filling of GSTR 1 & GSTR 3B with reconciliation from GSTR 2A.

- ❑ Finalizations of Accounts of the Individual file with all necessary documents and also filling their Income Returns timely.
- ❑ Finalization Complete compliance of TDS, TCS, TDS on Rent & TDS on Property. Computation, e-Payment of Liability (Challan-281/26QB/26QC), e-filing Returns (Form-24Q, 26Q, 27EQ, 27Q, 26QB, 26QC etc), Online Upload FUV/e>Returns, Online/Offline Corrections, Timely issuing Certificate (Form-16, 16A, 16AA, 16B, 16C, 12BB, 12B, 12BA, 27D), Declaration, Verification of PAN, Justification Reports, Consolidated File, Defaults, Correction-Challan, Revised, Resolution, Rectification, Refunds etc.

National Engineering Industries Limited (CK Birla Group) - July, 2019 – March, 2020

- ❑ Cash & Bank handling, monitoring of Accounts receivable & payable activities, manage with the entries responsibility of analyzing the AR/AP aging reports & time to time data structuring summarizing and data Reconciliation process of accounts AR/AP & Vendor/Customers (Management & Reconciliation), Fixed Assets Registers/Management etc
- ❑ Helping in Monthly & Quarterly preparation of Balance Sheet, Statement Profit & Loss accounts, Income & Expenditure accounts, Trial Balance, receipt & payment statement Supervise for making all type of financial statements, reports, schedules analysis of significant of all daily accounting balances, & follow with all type of statutory guidelines.
- ❑ Ensure timely Purchase Order, Sales Order, Sales, Purchase, Vouchers, Expenses, GRN, MRN, and reconciliation of accounts party wise, ageing Report, accurate & timely processing of bills and release of payments, timely receipts of payments from the dealers, timely issue of revised Invoice, Debit & Credit Notes
- ❑ Preparation & Finalization with Coordination for ROC Compliance Appointments & Change of the Auditors/Directors, Resolution, Compliance, Certificate, Annual Returns, e-Form Filing, Director/Boards' Reports, Auditor Report, Annual Financial Statement, MOA, AOA.
- ❑ Finalization Complete compliance of TDS, TCS, TDS on Rent & TDS on Property. Computation, e-Payment of Liability (Challan-281/26QB/26QC), e-filing Returns (Form-24Q, 26Q, 27EQ, 27Q, 26QB, 26QC etc), Online Upload FUV/e>Returns, Online/Offline Corrections, Timely issuing Certificate (Form-16, 16A, 16AA, 16B, 16C, 12BB, 12B, 12BA, 27D), Declaration, Verification of PAN, Justification Reports, Consolidated File, Defaults, Correction-Challan, Revised, Resolution, Rectification, Refunds etc.

H.R Industries - Jan, 2017 – June,2019.

- ❑ Cash & Bank handling, monitoring of Accounts receivable & payable activities, manage with the entries responsibility of analyzing the AR/AP aging reports & time to time data structuring summarizing and data Reconciliation process of accounts AR/AP & Vendor/Customers (Management & Reconciliation), Fixed Assets Registers/Management etc
- ❑ Preparation & Finalization with Coordination for ROC Compliance Appointments & Change of the Auditors/Directors, Resolution, Compliance, Certificate, Annual Returns, e-Form Filing, Director/Boards' Reports, Auditor Report, Annual Financial Statement, MOA, AOA.
- ❑ Finalization Complete compliance of TDS, TCS, TDS on Rent & TDS on Property. Computation, e-Payment of Liability (Challan-281/26QB/26QC), e-filing Returns (Form-24Q, 26Q, 27EQ, 27Q, 26QB, 26QC etc), Online Upload FUV/e>Returns, Online/Offline Corrections, Timely issuing Certificate (Form-16, 16A, 16AA, 16B, 16C, 12BB, 12B, 12BA, 27D), Declaration, Verification of PAN, Justification Reports, Consolidated File, Defaults, Correction-Challan, Revised, Resolution, Rectification, Refunds etc.

Vijayshree Autocom Ltd. (Under D.M Group)- Accounts Executive- *May, 2011 – Dec,2016.*

- ❑ Helping in Finalization for preparation of Balance Sheet, Statement Profit & Loss accounts, Income & Expenditure accounts, Trial Balance, receipt & payment statement Supervise for making all type of financial statements, reports, schedules analysis of significant of all daily accounting balances, & follow with all type of statutory guidelines.
- ❑ Cash & Bank handing, monitoring of Accounts receivable & payable activities, manage with the entries responsibility of analyzing the AR/AP aging reports & time to time data structuring summarizing and data Reconciliation process of accounts AR/AP & Vendor/Customers (Management & Reconciliation), Fixed Assets Registers/Management, Cash in-flow, Cash-Out-flow Statement, Funds flow Statement (Inflow-Outflow) etc.
- ❑ Ensure timely Purchase Order, Sales Order, Sales, Purchase, Vouchers, Expenses, GRN, MRN, and reconciliation of accounts party wise, ageing Report, accurate & timely processing of bills and release of payments, timely receipts of payments from the dealers, timely issue of revised Invoice, Debit & Credit Notes
- ❑ Preparation & Finalization with Coordination for ROC Compliance Appointments & Change of the Auditors/Directors, Resolution, Compliance, Certificate, Annual Returns, e-Form Filing, Director/Boards' Reports, Auditor Report, Annual Financial Statement, MOA, AOA.
- ❑ Finalization Complete compliance of TDS, TCS, TDS on Rent & TDS on Property. Computation, e-Payment of Liability (Challan-281/26QB/26QC), e-filing Returns (Form-24Q, 26Q, 27EQ, 27Q, 26QB, 26QC etc), Online Upload FUV/e>Returns, Online/Offline Corrections, Timely issuing Certificate (Form-16, 16A, 16AA, 16B, 16C, 12BB, 12B, 12BA, 27D), Declaration, Verification of PAN, Justification Reports, Consolidated File, Defaults, Correction-Challan, Revised, Resolution, Rectification, Refunds etc.

MICROSEC- Accounts Executive - *July, 2009 – May,2011.*

- ❑ Routine work of Accounts i.e. Preparation of vouchers and entry of the same in Tally 9.2.
- ❑ All work done for Service Tax like Calculation of Service Tax liabilities/Payable challan & Return
- ❑ All work done Regarding T.D.S Like Calculation of T.D.S, Preparation of T.D.S Return. Issue of Form 16 & 16A reconciliation with 26AS.
- ❑ Assisting in Audit of company viz. Preparation of various details for Account reconciliation, cross checking of transaction etc.

VIKASH RAMAUTAR & ASSOCIATES - Assistant Accountant - *Sep 2005 to June 2009.*

- ❑ Routine work of Accounts Such as Cash, Bank, Including All Cash Bank Transaction with Voucher and preparation of Various details in accounts etc
- ❑ Finalizations of Accounts of the Individual file.
- ❑ All work relating to sales tax matters of clients such as maintaining Sales Tax Register, Preparation of challan, Filing of VAT Return, Input & Output vat credit adjustment etc.
- ❑ All work done Relating to T.D.S Like Calculation of T.D.S, Preparation of T.D.S. Return of parties.

Computer Skills & knowledge : -

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| ✚ Complete knowledge about Microsoft Office: Words, Excel, Power-Point different Versions
(Microsoft Office-2003, 2007, 2010, 2013 & 2016) (Pivot Table, Lookup (V/H), Sorting data, filtering date etc) |
| ✚ Complete knowledge & Well versed with Accounting & ERP-Reporting Packages
(Tally ERP.9 all type versions,) |

Personal Details

- ✓ Father Name : Sh. Uttam Kr. Ranga
- ✓ Date of Birth : 28th August 1985 (Age: 35+)
- ✓ Marital Status : Married
- ✓ Nationality : Indian-Hindu
- ✓ Languages : Hindi, English, Bengali, Marwari
- ✓ Current Location : Kolkata (WB)
- ✓ Home Town : Bikaner (Rajasthan)

I assure you that, if given an opportunity, I shall discharge my duties to the entire satisfaction of my superiors. I will be very conscious and sincere in my duties to fulfill your requirements. I hereby declare that all the information furnished above is true to my knowledge and belief.