

Curriculum Vitae

Respected sir/madam,

Myself **Mr. Sandip Kumar Manna**, with the academic qualification of **M.Com** having overall more than 16 years' experience in the field of Financial Accounts, Taxation, Budgeting & planning. Currently I am working in a leading EPC company (Railroad & Railway Bridge Manufacturing) for more than last 07 years with practical experience of Accounts & Taxation.

I would like to apply to the department of Accounts & finance in your esteemed organization, which will give me the opportunity to meet my career objectives as well as be a catalyst in my growth both professionally and financially.

A copy of my resume is enclosed for your kind perusal and consideration. I look forward to the opportunity to discuss how my background aligns with the needs of your organization.

I hope my candidatures meet your requirements and come up to your expectation.

Soliciting the favor of a positive response.

Thanking you,

Yours faithfully,
Sandip Kumar Manna

Date:

Place: Kolkata.

(Enclosed: CV)



Address: 5, Hem Chandra Street, Khidderpore, Kolkata-700023, West Bengal.

Phone: [+91_9836926604](tel:+919836926604)
(WhatsApp) 8697716841
E-mail: sandipkumarmanna25@gmail.com

SANDIP KUMAR MANNA.

CAREER OBJECTIVE: -

A Postgraduate degree in M.COM (Accountancy with Business Management) with 16 years' experience in Accounts & Taxation. Seeking a challenging job to deliver the best of my skills and make best use of my efforts in gaining experience.

PROFESSIONAL EXPERIENCE: -

Currently working as **Deputy Manager – Finance & Accounts** at **Rahee Infratech Ltd.** from **Dec 2022**, to present.

Software Used: -

Microsoft Dynamic NAV, Tally Prime.

Areas of Working

Brief description of Role and Responsibilities: -

1. Accounting Includes: -

- ✓ Maintaining Records for Project Sites & manufacturing units.
- ✓ Verify Allocate and Posting of all Accounting entries (like Journal, Contra, Receipt & Payment entries), Purchase bill entries and Cross verification of the entries made by the Accounts staff of our group of companies.
- ✓ Subcontract Bills raised and received according to the terms & condition of the contract.
- ✓ Capable of accounting for any new transaction.
- ✓ General ledger functions and the month-end/year-end close process.
- ✓ MIS reports as required by management from time to time.

2. GST: -

- ✓ Monthly Return Filing, Annual Return Filing.
- ✓ Cross verifies if department files GST TDS.
- ✓ Coordination on Follow up of non-filers in GST.
- ✓ Coordination on Follow up of Bills not received in the firm.
- ✓ GST input availability to be communicated to the management.
- ✓ Ensure the maximum bills received is GST bills.
- ✓ RCM calculation.
- ✓ Creditors greater than 180 days Report to Management.

3. TDS: -

- ✓ Preparation of documents for TDS return filing –Quarterly.
- ✓ Income Tax Calculation of Employee and issue Form-16.
- ✓ Payment of TDS.
- ✓ TDS returns upload and correction online.

4. Professional Tax: -

- ✓ Professional Tax calculation, crosscheck with the salary details.
- ✓ Payment & return filling of Professional Tax.

5. Finalization of Firm: -

- ✓ Confirmation of Debtors, Creditors.
- ✓ Creditors & Debtors greater than 180 days Report to Management.
- ✓ Debtors & Creditors ageing.

6. Assistance: -

- ✓ Assist with tax audits and tax returns.
- ✓ Assisting in preparing the replies for Income Tax Assessments pursuant to various Notices.
- ✓ Drafting Letters for reply, the various departments like GST, Income Tax.
- ✓ Participate with auditors for statutory and internal audits to finalize the accounts of the company.
- ✓ Provide necessary assistance and reporting to the CFO, General Manager-Accounts & finance.
Dy. General Managers of various departments like Taxation, Purchase, Assets & Insurance and Logistics.

7.Regarding the new amendments in Law and Contract: -

- ✓ Ensure you of updating the new rules and regulations in GST, Income tax Act and relevant laws if any.
- ✓ Have to understand the new amendments in any segment in Purchase Order, Sales Order and Order to sub-contractors.

•.PREVIOUS EXPERIENCES: -

- Worked as an **Assistant Manager - Accounts & finance** at **Shalimar Fabricators Pvt. Ltd.** (A leading **Railway Bridges Manufacturing company of Rahee Infratech Ltd.**) from May 2017 to Nov 2022.

Software Used: -

Tally Prime, Tally ERP9.

Areas of Working

Brief description of Role and Responsibilities: -

1. Accounting Includes: -

- ✓ E Invoicing and E Waybill preparation.
- ✓ Accounting for the receipt of the Firm.
- ✓ Bank reconciliation.
- ✓ Maintaining Records Site wise and accounting for receipt.
- ✓ Verify Allocate and Posting of all Accounting entries (like Journal, Contra, Receipt & Payment entries), Purchase bill entries and Cross verification of the entries made by the Accounts staff of our group of companies.
- ✓ Subcontract Bills raised and received according to the terms & condition of the contract.
- ✓ Capable of accounting for any new transaction.
- ✓ General ledger functions and the month-end/year-end close process.
- ✓ MIS reports as required by management from time to time.

2. GST: -

- ✓ Monthly Return Filing, Annual Return Filing.
- ✓ Cross verifies if department files GST TDS.
- ✓ Coordination on Follow up of non-filers in GST.
- ✓ Coordination on Follow up of Bills not received in the firm.
- ✓ GST input availability to be communicated to the management.
- ✓ Ensure the maximum bills received are GST bills.
- ✓ RCM calculation.
- ✓ Creditors greater than 180 days Report to Management.

3. **TDS: -**

- ✓ Preparation of documents for TDS return filing –Quarterly.
- ✓ Income Tax Calculation of Employee and issue Form-16.
- ✓ Payment of TDS.
- ✓ TDS returns upload and correction online.

4. **Professional Tax: -**

- ✓ Professional Tax calculation, crosscheck with the salary details.
- ✓ Payment & return filling of Professional Tax.

5. **Finalization of Firm: -**

- ✓ Confirmation of Debtors, Creditors, Loans.
- ✓ Creditors & Debtors greater than 180 days Report to Management.
- ✓ Debtors & Creditors ageing.
- ✓ Preparation of P & L, B/S.
- ✓ Crosscheck the Maintenance of Insurance Policies, Bank statements etc.

6. **Assistance: -**

- ✓ Assist with tax audits and tax returns.
- ✓ Assisting in preparing the replies for Income Tax Assessments pursuant to various Notices.
- ✓ Drafting Letters for reply, the various departments like GST, Income Tax.
- ✓ Participate with auditors for statutory and internal audits to finalize the accounts of the company.
- ✓ Provide necessary assistance and reporting to the CFO, General Manager-Accounts & finance.
Dy. General Managers of various departments like Taxation, Purchase, Assets & Insurance and Logistics.

- **Executive Accounts at Sun Bright Mercantile Pvt. Ltd from Sep 2014 to April 2017.**

Software Used: -

Tally ERP9, FACT.

Areas of Working

- ✓ Bank Reconciliation,
- ✓ Vat, CST, Entry Tax Computation, Payment & Return Filing.
- ✓ Filling of Service Tax return.
- ✓ TDS Calculation, Payment & Return Filing.
- ✓ P.F and ESI Computation, Payment & Return Filing.
- ✓ Professional Tax Calculation, Payment & Return Filing.
- ✓ Handling Petty Cash.
- ✓ Reconciliation of Debtors & Creditors Accounts.
- ✓ Maintain Vendors.
- ✓ Preparation of Vouchers of Payment to Creditors & Deposit from Debtors.
- ✓ Handle all day-to-day accounting transactions.
- **Junior Accountant at Bose & Bose Associates (A renowned Chartered Account firm of Kolkata) from Feb'2009 to July'2014.**

Areas of Working

- ✓ Accounts job in Tally and ACE package.

ACHIEVEMENTS: -

- ✓ I have full confidence in work that I can do my job independently and with the team also. This is what I achieve in both my current & previous company.
- ✓ In my current company they gave me the opportunity to sought out all pending VAT & CST related issues including, Audit, Assessment and Appeals by interfacing the respected officers of the Commercial Tax department from where I had earned the lots of practical experience about the preparation and presentation of the documents, interface the govt. authorities and how to handle this

kind of situation also.

- ✓ This is also a great opportunity for me to handle the GST assessment also and currently I am working on it.
- ✓ Knowledge of work in various Online Taxation portals.
- ✓ Practical working knowledge in Microsoft Dynamic NAV, Tally Prime, Tally ERP 9, FACT & ACE.

EDUCATIONAL QUALIFICATION: -

Name of Examination	Years of Passing	Board/University	Division
Secondary (Madhyamik)	2005	W.B.B.S.E.	1 st
Higher Secondary (Commerce)	2007	W.B.C.H.S.E.	1 st
B.COM (Hons.)	2010	Calcutta University (2007-2010)	2 nd
M.COM (Accountancy with Business Management)	2012	Vidyasagar University (2010-2012)	2 nd

TECHNICAL QUALIFICATION: -

- ✓ Have registered as a “TAX PRACTITIONER” by the Govt. Of West Bengal
- ✓ Have completed “Specialization in Tax Consultancy” under Tax Academy (A Division of All India Tax Education Council).
- ✓ Have completed “Data Entry Operator” course & PDP (Personal Development Programme) from IIIML under the sponsorship of Kolkata Municipal Corporation.

SELF-ASSESSMENT: -

- ✓ Nature : Adaptable and Responsible.
- ✓ Strength : Optimistic and Hard Working.

KEY SKILLS & PERSONAL QUALIFICATION: -

- ✓ Good Leadership & Interpersonal skills to interact with team.
- ✓ Self – motivated to explore & learn new things.
- ✓ Active listener & analytical thinking approach in the dynamic situation.
- ✓ Sincerity & Smart Work.
- ✓ I am enthusiastic about my job responsibilities.
- ✓ Friendly nature, which can easily co-operate with others.
- ✓ Having patience and adapting oneself to any kind of situation.
- ✓ Having a positive attitude and dedication towards work.

HOBBIES: -

- ✓ Listening to Music
- ✓ Reading short stories
- ✓ Traveling
- ✓ Socializing with people and making friends

PERSONAL DETAILS: -

- ✓ Date of Birth : 02nd March 1987
- ✓ Father's Name : Shri Rabindra Nath Manna.
- ✓ Languages Known : English, Hindi, Bengali
- ✓ Marital Status : Married.
- ✓ E-mail : sandipkumarmanna25@gmail.com
- ✓ Mobile : 9836926604(WhatsApp) / 8697716841.