



Suvankar Das

CHARTERED ACCOUNTANT



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Country - India



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I am enthusiastic and confident person with desired to succeed in a fast moving environment. I am hardworking individual who is not afraid of changes and can adapt easily into any given environment with good group dynamic skills. I consider myself very reliable , trustworthy and always try to work to the best of my ability .

PROFILE SUMMARY

- **10 Years** Rich Experience in entire gamut of **accounting & finance** operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial Statements.
- Preparing and analyzing quarterly ,half yearly and annual reports and accounts for periodical reporting and presenting directors
- Excellence in monitoring cash flows and ensuring that fund are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash in hand.
- Experienced in performing monthly closing activities involving finalizing of monthly accounts and preparation of Balance sheet and Profit and Loss Statement of the company.
- Track record of overseeing financial statements including trial Balance, Bank reconciliation report , profit and loss account , age wise accounts payable & receivables statements and Balances sheets
- Activity building and managing the relationships and interface with internal team
- **Technical Skills** : Microsoft Office , ERP (Exactly & Tally)

EDUCATION

■ Chartered Accountancy

CA Final -May-2024 -Marks (%) 56%

CA Inter -May 2011-Marks (%) 55.5%

CA CPT- Nov 2007- Marks (%) 52%

Remarks : Exemption in 2 Subjects in CA Final including Direct Taxes & International Taxation.

■ Bachelor of Commerce

Calcutta University-,Marks (%) -63.50%

■ **Class XII** (W.B.C.H.S.E)-Marks (%) -60%

■ **Class X** (W.B.B.S.E) Marks (%) -63.25%

COURSES

■ Certificate Course on Risk Management

By Risk Management Association of India , June 2022 - Marks (%) -71 %

[Certificate ID : RMAI/0167/2022-2023](#)

EXTRA CURRICULAR ACTIVITIES

■ My article on "Identify the top emerging risk and possible way to mitigate those risk "published in the

- **Core Competencies :** *Internal Audit* , GST ,Financial Reporting .Ind As , Statutory Compliance , Cash Management , Bank Reconciliation ,Statutory Audit .

WORK EXPERIENCE

Bothra Nirmal Associates –Kolkata

1st Aug – Present (4 Months) – Position –Partner

Bothra Nirmal Associates –Kolkata

*May 2014 – July 2024 (10 Years) – Position – Manager
(Audit & Accounts)*

- Perform *internal audit* , statutory audit , tax audit , ,stock audit , bank Audit, insurance Audit , certification assignment ROC Fillings and Finalization Of Accounts.
- Analyses , design , monitor the implementation of various significant flows of transaction , and identify risk associated with various account balances .
- Monitor preparation of statutory books of accounts , bank reconciliation and consolidated reports in compliance with time accuracy norms
- Administer financial statement including trial balance , profit and loss accounts , age wise accounts payables & receivables statements and balance sheets
- Implement systems procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with statutory requirements
- **Diversified Client Base Comprising of**
Transporter , Manufacturer of Steel Strips , Alloy Steel Plant , Manufacturer of Graphite Powder , NBFC. Power Trading , Property Developers , Exporter .

Northern India Association's July 22 E Newsletter .

- Completed course on “Accounting Made Easy with ChatGPT “ , July 2024

LANGUAGES

English ✓
Bengali ✓
Hindi ✓

HOBBIES

Reading Books ✓
Meditation ✓

ASSIGNMENTS HANDLED

- BMN Alloy Steels Pvt. Ltd. – *Internal Audit*
- Walzen Strips Pvt. Ltd. – *Internal Audit*
- New India Assurance Co. Ltd. (Haldia Regional Office) – *Statutory Audit*
- *Stock Audit* assigned by Bank of India
- Hittco Tools Limited – *Statutory Audit*

PERSONAL INFORMATION

Father's Name: Prangoapl Das
Nationality : Indian
Marital Status : Single

ARTICLESHP

R N CHANDRA & ASSOCIATES

DEC 2007 – JUN 2011

Article Assistant

- Performed detailed analysis of the collective accounting data for various client organizations along with handling Tax Audit of Various diversified fields
- Prepared & E-filling of Income Tax ,TDS ,ROC filling of various assesses
- Provided recommendation on internal control and process improvement besides improvement besides maintaining a high standard of precision in all predictions and calculation