



ZOHEB LASKAR

Assistant Accountant | Tally Prime Gold Expert | GST & TDS Compliance

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Professional Objective

Seeking a challenging and rewarding role in the corporate sector where strong skills in accounting, financial compliance (GST, TDS), and administrative support can be utilized to achieve organizational success, while maintaining **professionalism, honesty, social responsibility, and hard work.**

Work Experience

Accountant

Goombira Tea Co. Ltd. | Aug 2013 – Present

- **Financial Accounting:** Performing day-to-day basic entries for cash, bank, expenses, income, vouchers, sales, and purchases (Day to day basic entry (Cash,Bank ,expenses ,income ,voucher ,sale,Purchase, journal)etc).
- **Statutory Compliance & Reporting:**
 - Handling complete **GST Return filing** including GSTR1, GSTR2B, GSTR3B, GSTR9, and GSTR9C
 - Calculating, making payments, and filing returns for **TDS & TCS** (27D, 26Q, 24Q), and generating Form 16 & 16A.
 - Managing **Professional Tax** payment and return filing.
 - Preparing statutory liability statements and assisting in internal audits.
- **Management Support:** Providing direct support to the Accounts Department, company Directors, and Chartered Accountants.
- **Reporting:** Preparing Bank Cash Credit Stock Statements and maintaining the daily fund program for payments to suppliers and others.

- **Administrative & Procurement Support:**
 - Handling office tasks such as filing and data entry.
 - Managing communication with suppliers, clients, and vendors via phone and email.
 - Handling purchases for the Tea Factory, including Chemical, Fertilizers, Electrical, Mechanical, Hardware, Packing Materials, Tools, and Lubricants.
- **Tea Stock Management:** Maintaining tea stock, managing sampling, distribution, sales, dispatch, and billing.

Assistant Accountant

Lotus Informatics | 2012 (One year working)

- Supported core accounting functions within the firm. ('One year working 2012 as a Assistant Accountant in Lotus Informatics')

Technical Skills

- **Accounting Software:** Tally Prime Gold
- **Compliance:** TDS, GST
- **Office Tools:** Word, Excel (On Job working experience in computer work office environments, like word, Excel & Tally Prime Gold)

Academic Qualifications

Degree/Qualification	Board/University	Year of Passing	Division/Class
B.Com	University of Calcutta	2012	Pass
Higher Secondary	W.B.C.H.S.E	2009	1st
Madhyamik	W.B.B.S.E.	2007	2nd

Personal Details

- **Nationality:** Indian
- **Date of Birth:** 20th of March, 1991
- **Sex:** Male
- **Marital Status:** Married
- **Languages Known:** Bengali, Hindi, English

