

89/92, Bangur Park, 3rd Lane, Rishra

kedia.sisir@gmail.com

Dist. - Hooghly - 712248 (W.B.)

+91 8420350895

OBJECTIVE

To strive for professional excellence through hard work and dedication. To nurture my skills and capability, to improve, to become better than I was, to be able to render valuable service to the organization. To prove my worth and give reasonably good services in whatever I get into.

EXPERIENCE

Indian Trade Corporation

Designation – Accounts Manager

Nov 2024 - Present

- Balance Sheet Finalization.
- Cash Flow Statement.
- Preparing and Filing of TDS Return.
- Preparing and Filing of GST Return.
- Bank Reconciliation.
- Preparing and Filing of Income Tax Return.
- Advance Tax and TDS Payments.

Wipro Limited

April 2022 - Nov'2024

Department – Record to Report

- Prepared reconciliations for monthly closings.
- Ensured accuracy of revenue and expense accounts.
- Performed Reconciliations in Blackline.
- Balance Sheet Reconciliation, Inventory Accounting.
- General Ledger Accounting.

Accenture Solutions Private Limited

(Jan 21 – Mar 22)

Department – Record to Report

- Ensured accuracy of revenue and expense accounts.
- Performed reporting in Magnitude.
- Balance Sheet Reconciliation, Inventory Accounting.
- General Ledger Accounting.
- Prepared reconciliations for monthly closings.
- Preparation of Fixed Assets Register.

Chhaparia & Associates (Chartered Accountant)

July 2017 – Nov 2020

Senior Accountant

- Finalization of Accounts and Taxation.
- TDS Working and Filing of Returns.
- Advance Tax and E-Payment.
- Working and filing of GST Returns.
- Finalization/Checking of Income-Tax Returns.

SSKA & Associates (Chartered Accountant)

May 2015 – June 2017

- TDS Working and Filing of Return.
- Filing of Income Tax Return.
- Individual Accounting, Reconciliations.
- Finalization of accounts.

EDUCATION

INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

CPT - CA Foundation

2011

UNIVERSITY OF CALCUTTA (GRADUATION)

Bachelor of Commerce (Hons.) (Chittaranjan College)

2014

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Shree Maheshwari Vidyalaya

2009

WEST BENGAL BOARD OF SECONDARY EDUCATION

Salkia Shree Mishra Vidyalaya

2007

SOFTWARE SKILLS

- Completed Information Technology Training mandated by ICAI.
- Exposure of working in Packaged Software's like (Tally 9 & ERP 9), SAP, Far Vision, Computax and Spectrum.
- Well versed with all normal office software applications including MS Office suite such as Excel, Power Point.

OTHER HOBBIES AND INTRESTS

- Socializing with people.
- Reading.

PERSONAL DETAILS

- Date of Birth: Sept 05, 1990
- Father's Name: Late Mr. Shyam Sunder Kedia
- Marital Status: Married

I declare information present above is true and as per my knowledge.