

CURRICULUM VITAE

ARIJIT BHATTACHARYA

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Contact no.: 9830279257

5/7, Studioline,
Jadavgarh

P.O – Haltu, Kolkata - 700078

Career Objective

To secure a challenging position as an Accounts Head where extensive experience will be further developed and utilized.

Educational Background

- Passed B.com (10+2+3) Hons. From Calcutta University in 2003
- Passed Higher Secondary from W.B.B.H.S.E in 2000
- Passed Madhyamik from W.B.B.S.E in 1998

Computer Skills

- Operating Systems: Microsoft Word, Microsoft Excel, Tally ERP 9 etc.

Professional Qualification : Done Financial Accounts diploma course from Softech
Computer Academy.

Work Experience:

Working as an Accounts Head in Celica Group (Automobile Division)
June 2018 to Present

Key Tasks Handled:

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Accounts & Finance

- ⇒ Maintaining books of accounts & financial statements; preparing trading, profit & loss accounts, balance sheet, debtor & creditor status report, valuation of closing stock etc.
- ⇒ Looking after the fund flow of entire automobile division which includes monitoring all Bank accounts, Trade advance, Inter branch transactions etc.
- ⇒ Responsible for preparation of trial balance and submission of all necessary reports to the top management.
- ⇒ Monitoring bank reconciliation statements for reconciling bank balances involving active coordination with bank authorities.
- ⇒ Responsible for preparation of reconciliation statements of inter branch accounts and reconciliation with manufacturers account and tracking the pendency of claims, insurance and finance receivables.

Auditing

- ⇒ Handling the complete auditing activities for ensuring completion of internal, statutory and tax audits within time and cost budget.
- ⇒ Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations.

Taxation

- ⇒ Monitoring GST Reports for submission of GSTR-1 and GSTR-3B
- ⇒ Reconciliation GSTR 2A.
- ⇒ Monitoring timely payments of TDS and TCS and submission of returns.
- ⇒ Reconciliation of 26AS
- ⇒ Monitoring timely payments of PF , ESIC and Profession Tax

Worked as an Accounts Manager in Lexus Motors Ltd

January 2011 to May 2018

Worked as an Accounts Executive at SOLACE

(a sister concern of Eveready Industries India Ltd.)

January 2004 to December 2010

Worked as a Junior Accountant at YMK Marketing

From August 2003 to December 2003.

Personal Details :

I am hard working, self-driven, confident and highly Motivated. I am flexible, optimistic and always open to accept responsibilities and challenges. I can handle any situation solely and always think positive. My strength is my communication skill and interpersonal abilities.

Language Known :

Bengali, Hindi & English

Personal Profile :

Name : ARIJIT BHATTACHARYA
Father's Name : BABULAL BHATTACHARYA
Date of Birth : 25-09-1981
Gender : Male
Marital Status : Married
Nationality : Indian
Permanent Address : 5/7, Studioline, Jadavgarh
P.O – Haltu, Kolkata – 700078
Contact No : 9830279257

Date :

Place :

Signature of the