

CURRICULAM VITAE

Sanjib Banik

Bansberia Sarkari Pally,
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West Bengal.

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Seeking senior executive level assignments in the Operations management in high growth-oriented organization.

PROFESSIONAL SYNOPSIS

Seeking assignments in Finance, Accounting & Costing & Taxation with an organization of high repute, want to associate with an organization as a dynamic team player to fulfill common professional goal.

EMPLOYMENT DETAILS

Company : Everest Aluminium Pvt. Ltd.
Bhadreswar, Bighati
Hooghly 712124, (WB)

Designation : Asst. Manager (Finance & Accounts)
Reporting to : CFO, AGM & Director,
Duration : September 2022 to Continue

Job Profile:

- Accounts Finalization, GST Audit,
- Charge over Direct & Indirect Taxation (GST Finalization),
- E-filing & finalize of TDS, TCS, GSTR 1, GSTR 3B, & GST Annual returns,
- Replying & conducting departmental queries of GST Audit & other issues.
- GST & Other Ledgers Reconciliation,
- Maintaining various statutory matters,
- Income Tax Return filing (Individual).

Company : M.S. & Company
Regd. Office:
26/1 Ichapur Road
Howrah.

Designation : Chief Accountant
Reporting to : Directors
Duration : November 2013 to September 2022

Job Profile:

- Up to Finalization of Accounts,
- Charge over Direct & Indirect Taxation (GST Finalization)
(Central Excise, Service Tax, VAT, CST, Entry Tax, Income Tax etc...)
- E-Filing & computation of various returns like GST, TDS, EPFO, ESIC, and P.TAX.
- Income Tax Return filing (Individual),

- Filing GST annual return (GSTR 9)
- Preparing Export Documents & Others like SBBG, BG, CPBG etc.
- Monthly MIS reporting,
- Preparing monthly Salary & Wages sheet.
- E-Payment of various Taxes & Other Government dues.
- Reconciliation between various GST returns.
- Reconciliation of TDS return.

Company : Nezone Tubes Limited

Regd. Office:
3A, Hare Street, 5th Floor
Kolkata-700001

Designation : Sr. Accounts Assistant (**Cost**)
Reporting to : Group Manager & Cost Auditor
Duration : November 2011 to November 2013

Job Profile:

- Maintaining & preparing Cost Accounting Records as per CARR 2011,
- Preparing Product Cost & MIS Reporting,
- Maintaining Central Excise Records.
- Maintaining the records of the employees 'attendance salary, leave record etc.
- Preparing monthly Salary & Wages sheet.

Company : Mahabir Pumps Pvt. Ltd.

Regd. Office:
4, Ho Chi Minh Sarani,
Kolkata-700071

Designation : Accountant
Reporting to : Directors
Duration : Nov.2008 to Nov.2011

Job Profile:

- Maintaining Books of Account (Finalization of Accounts).
- Recording VAT & CST Register.
- Maintaining Income Tax formalities.
- E-Filing of various returns like VAT, CST, ENTRY TAX, Advance IT.
- Maintaining & Reconciliation of Bank Accounts.

ACCOUNTS ARTICLES & TRAINEE FROM

CMA Firm : K.D. Yadav & Association

Western Street, Kol 13

Designation: Internal Auditor (Junior)
Reporting to: Auditor & Directors
Duration: Nov. 2007 to Sept. 2008

Job Profile:

- Internal Auditing Books of Accounts of Clients Organizations.
- Maintaining VAT & CST Register of clients.
- E-Filing VAT & CST return & also e payments various statutory dues.
- Participation of VAT Auditing.

CA Firm : **C & K. Associates**
British India Street,
Kolkata

Designation: Audit Assistance
Reporting to: Auditor & Client
Duration: June 2006 to Oct. 2007

Job Profile:

- Assisting Auditor to conduct his work.
- Checking various Ledger accounts & P & L A/Cs and Balance Sheet.
- Maintaining various Books of Account of clients.

EDUCATIONAL QUALIFICATIONS

- Bachelor of Commerce – Passed from University Of Calcutta – in the year 1996
- Higher Secondary – Passed from W.B.C.H.S.E.– in the year 1994
- Madhyamik – Passed from W.B.B.S.E. - in the year 1992.

PROFESSIONAL QUALIFICATION

ICMAI (Intermediate)

- ICMAI (Intermediate) – Passed from ICMAI – in the year 2005
- ICMAI (Final) – Pursuing (Last appeared in Exam: 2017)

IT KNOWLEDGE

- MS-Office (XP) & Internet (Browsing) from ICS.
- FA Packages: - Tally 7.2, Tally 9.0, Tally ERP 9, S (Dos & ERP), E.Gold.
- Information Systems for Auditing & Cost management from **CMC**.

PERRSONAL DETAILS

Father's Name: Late Sankar Lal Banik
Date of Birth: Dec.15, 1976,
Nationality: Indian,
Sex: Male,
Marital Status: Married,
Linguistics: Bengali, Hindi, and English.

I hereby declare that the information in this document is accurate and true to the best of my knowledge and experience.

Place: Bansberia, Hooghly

SANJIB BANIK