

Hemant Drolia

Assistant Manager – Accounts and Finance.

A Chartered Accountant (Inter) qualified and Company Secretary (Inter) qualified, B.COM (Honors) with knowledge of Accounts, Finance, Audit & Taxation possesses more than 10 years of experience currently working as Assistant Manager - Finance and Accounts.

Experienced in Tally Prime and worked on SAP, have engaged in procure to pay, record to report activity. Have worked as Senior Accountant and have prepared financial statement and have engaged in Statutory Audit, Internal Audit, IFC Audit, Tax Audit and GST Audit, Stock Audit and SOP.



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10th Feb, 1988

+ Work Experience

Accounts, Finance & Auditing:

- Accounts Finalization, advanced excel, pivot table, vlookup.
- Preparation of financial statement.
- Debtors' adjustment as per discount policy with their respective invoices as per their payment terms.
- Accounting entries with TDS, GST as applicable, and bank reconciliation.
- Proper grouping of ledger.
- Statutory audit, Internal Audit, IFC Audit, Tax Audit, GST Audit.
- Mitigating the risk of financial loss.
- Ledger scrutiny, ledger reconciliation.
- Debtor and creditor reconciliation.
- Data analysis, trend analysis.
- For payment release to party checked with quotation, PO, GRN, and party KYC details.
- TDS, PF, P TAX reconciliation.
- Preparation of various MIS.
- Calculate different ratios for understanding of risk and trend.
- Compliance as per sec. 43B(h).
- Worked on Tally Prime, SAP, Oracle etc.
- Helps in improving work process and easy implementation of workflow.
- Maintained total control over data.

Taxation:

- Computation and payment of Income Tax, Advance Tax.
- Reconciliation of books of account with AIS and 26AS for checking proper accounting of income and TDS or TCS receivable under various section.
- GST input reconciliation with GSTR 2B and books, sales data reconciliation with GSTR1 and GSTR3B, GST credit balance in books of account matching with electronic credit ledger and electronic cash ledger, checking of blocked credit U/S 17 (5) of GST Act.
- Prepared data for reply of Scrutiny Assessment of Income Tax Department.
- Complied statutory requirement of deducting TDS or collecting tcs and calculating RCM when applicable.
- Deduction of TDS, payment of TDS and filing of TDS return, issue of form 16 and form 16A, filing of revised TDS return.
- Filing of Income Tax Return of Individual and Companies.
- Assisted in preparation of reply of notices received from GST department, Income Tax Department.
- Payment of PF, P Tax on timely basis, filing of form 15 CA.

Assistant Manager – Accounts and Finance, Star Cement Ltd., Kolkata. (Listed company, turnover of Rs. 5,000 crore.)

May, 2025 till date.

Assistant Manager – Accounts and Finance, Turtle Ltd., Kolkata.

Oct, 2023 – May, 2025.

Executive (Accounts and Finance), India Power Corporation Ltd, Kolkata.

August, 2022 – October, 2023.

Senior Accountant, Shri Balaji Industrial Engineering Ltd, Kolkata.

December, 2021 – July, 2022.

Audit Executive, S. Bhalotia and Associates, Kolkata.

December, 2018 – December, 2019.

Senior Accountant, Swastik Stockists and Traders Pvt Ltd, Kolkata.

July, 2014 – June, 2017.

Articleship, Gopalka and Associates, Kolkata.

Oct, 2007 – April, 2011.

Education and Professional Qualification

- ICAI - Chartered Accountant inter in May, *2012**.
- ICSI – Company Secretaries inter in June *2011.*
- Calcutta University – Bachelor of Commerce (H) (49%) in the year *2009.*
- CBSE Board - HSC (67 %) Cleared in 2006
- Bihar Borad - SSC (62 %) Cleared in 2003

*CA INTER :: Scored 73 in Advance Accounting, Scored 61 in Business and corporate and Labour Law and Ethics and Communication, Scored 66 in Direct and Indirect Taxation and Scored 67 in Cost Accounting and Financial Management.

Skills

+ Languages

English	☐	☐	☐	☐	☐
Bengali	☐	☐	☐	☐	☐
Hindi	☐	☐	☐	☐	☐

+ Computer Skill

Microsoft Office	☐	☐	☐	☐	☐
Word, Excel, Tally	☐	☐	☐	☐	☐

+ Interpersonal Skill

Ability to work under Pressure	☐	☐	☐	☐	☐
Communication Skill	☐	☐	☐	☐	☐

+ Good Team Player	☐	☐	☐	☐	☐
Leadership Skill	☐	☐	☐	☐	☐
Problem-solving	☐	☐	☐	☐	☐
Time Management	☐	☐	☐	☐	☐

Hobbies

- Travelling
- Reading Books
- Listening Music