

Suman Biswas, CMA

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SUMMARY

Cost & Management Accountant (CMA) with 9+ years of professional experience across finance, accounting, taxation, audit support, management reporting and cost consultancy. Experienced in working with organizations including IRCTC, Tata Steel Business Delivery Centre, Tea Board India and Electronics Corporation of India Limited, as well as a Chartered Accountants firm.

Hands-on experience in GST and TDS compliance, income-tax calculations, accounts finalization, MIS reporting, bank reconciliation, audit query resolution and financial documentation. Strong understanding of accounting processes, statutory compliance and finance operations, with experience supporting organizational reporting and control requirements.

Seeking opportunities in Finance & Accounting, Taxation, Risk & Compliance, Financial Reporting, Management Accounting, Internal Audit or Business Finance within leading consulting, professional-services and corporate organizations.

EDUCATION

Institute of Cost Accountants of India (ICAI)

Cost & Management Accountant (CMA)

Qualified: December 2016

South City Day College

Bachelor of Commerce (B.Com) – Accounts (Honours), 56.63%

2010

National High School

Higher Secondary – WBCHSE, 67%

2007

National High School

Madhyamik – WBBSE, 64.4%

2005

EXPERIENCE

Cost & Management Accountant (Consultant)

January 2024 – Present

IRCTC – Indian Railway Catering & Tourism Corporation

- Provide finance and accounting support in the areas of cost and management accounting.
- Support finalization of accounts and preparation of MIS reports.
- Perform financial data review and reconciliation activities to support accurate reporting.
- Assist with accounting-related analysis, documentation and resolution of finance queries.
- Support compliance-related activities and provide required financial information for internal and external stakeholders.

Consultant

April 2022 – June 2023

Tata Steel Business Delivery Centre Limited

- Provided finance/accounting consulting support in a corporate business-services environment.
- Worked on TDS Team regarding TDS rate & section checking, monthly return, quarterly return.
- Supported review and analysis of financial information and accounting data.
- Coordinated with relevant stakeholders for timely resolution of finance and accounting requirements.

Cost & Management Accountant

January 2020 – April 2022

Tea Board India

- Handled finance and management-accounting activities in accordance with organizational requirements.
- Prepared and reviewed financial information and supporting documentation.

- Supported GST and TDS-related compliance activities.
- Assisted in reconciliation, reporting and accounting-related activities.
- Addressed finance and taxation-related queries and maintained relevant records.

Audit Analyst

February 2019 – December 2019

R. Khuranna & Co., Chartered Accountants

- Assisted in audit assignments and examination of accounting records.
- Supported audit documentation and analysis of financial information.
- Assisted in responding to audit queries and reviewing taxation-related matters.
- Worked on TDS verification, applicability of sections, rates and exemptions.
- Assisted with preparation and review of information relating to Tax Deducted at Source and Clause 34.

Cost Consultant

March 2017 – December 2018

Electronics Corporation of India Limited (ECIL)

- Provided cost-accounting and finance support.
- Assisted in analysis and review of cost-related financial information.
- Supported preparation of financial data and management information.
- Worked with accounting records and documentation for finance-related requirements.

TECHNICAL SKILLS

Financial Accounting & Reporting

Management Accounting

Accounts Finalization

MIS Preparation & Reporting

GST Compliance

TDS Compliance & Reconciliation

Income Tax – Salary Computation

Audit Support & Query Resolution

Statutory Compliance

Bank Reconciliation

Financial Documentation

Cost Accounting & Cost Consultancy

Internal Financial Controls

Tax Deduction & Payment Processes

GSTR-1 & GSTR-3B

GSTR-7 / GST-TDS

Stakeholder & Client Coordination

TAXATION & COMPLIANCE EXPERIENCE

GST: - Preparation and filing support for GSTR-1 and GSTR-3B. - Preparation and filing support for GSTR-7 / GST-TDS. - GST-TDS deduction, payment and related compliance. - E-Way Bill-related activities. - Review of GST-related accounting and compliance information.

TDS: - Verification of applicable TDS rates, sections and exemptions. - Handling TDS-related audit queries. - Preparation/support for Clause 34 reporting. - TDS deduction, payment and compliance activities.

Income Tax: - Income-tax calculation relating to salary. - Review of applicable deductions and tax-related information.

FINANCIAL ACCOUNTING & REPORTING

- Finalization of Accounts - MIS Preparation - Bank Reconciliation Statements - Review of accounting data - Financial information analysis - Reconciliation and documentation - Audit support - Management reporting

PROFESSIONAL STRENGTHS

- Analytical and detail-oriented approach - Strong accounting and taxation fundamentals - Compliance-focused working style - Audit and documentation experience - Ability to work with multiple stakeholders - Problem-solving and financial analysis - Experience across public-sector, corporate and professional-services environments

ADDITIONAL INFORMATION

Nationality: Indian Location: Kolkata, West Bengal Interests: Music | Fitness | Exploring authentic cuisine

CAREER TARGET

Target roles: Finance & Accounts | Management Accounting | Financial Reporting | Taxation | GST/TDS | Internal Audit | Risk & Compliance | Finance Consulting | Business Finance

DECLARATION

I hereby declare that the information furnished in this CV is true and correct to the best of my knowledge and belief.

Place: Kolkata

Signature: _____

Date: _____

Suman Biswas