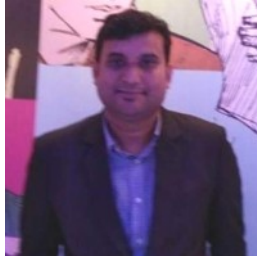


Arindam Mitra



Communication Address:
282/1,Dumdum Road
Surer Math ,Near JIS College
Kolkata - 700 074

Mobile: 9748411464

E-mail: arindamgunja@gmail.com

EXPERIENCE

2006-till date Belani Group of Companies (A reputed group under Construction Sector- specially for real estate. Completed Project- Himalaya House, Metro Plaza, British Deputy High Commission, Hiland Park, Metropole, Palacio & Moore Heights,Convent Corner, Woodburn Central many more)
Unit: Belani Projects Ltd
Designation: **Assistant Manager- Finance & Accounts**
Place of Posting: At their Head Office at Kolkata

Job Description

- 1) Management of the overall accounts department, including day to day functioning.
- 2) Monthly financial reporting to the management
- 3) MIS reporting,like Cash Flow,Project wise Profitabilty.
- 4) General Handling day to day accounting entries, internal cash and Bank transactions.
- 5) Responsible for overall Accounts Receivables and Accounts Payable Function.
- 6) Monitoring the funds position on daily basis.
- 7) Preparation of Monthly Bank Reconciliation statement.
- 8) Preparation of monthly Budgeted and Actual Cash Flow Statement.
- 9) Preparation of Monthly, Quarterly & Half yearly Working Capital Statements.
- 10) Preparation and reporting of monthly Budgets Vs Actual and analysis of variances.
- 11) Payroll maintenance and tax planning.
- 12) Liaison with various statutory authorities such Income Tax, and Bankers.
- 13) Knowledge in preparation of statutory Deduction / Payment list like: TDS,
- 14) Preparing of Balance Sheet.
- 15)Handling Income Tax matters of group companies; carrying out online filing of E-TDS Return and appearing before different Income Tax Authorities such as DCIT, CIT (A), etc.
- 16) Assisting to departmental Head in appeal proceedings & tax litigation support
- 17)Project loan, Construction loan, Mortgage loan & LRD documentation & maintain.

1997-2006 Gandhi Group(Company Based all over India. HO- Kolkata)(A reputed group of Iron & alloy steel Trading & Motor Parts Mfg.)

Unit: Oscar Sealing Systems Pvt. Ltd

Designation: Joined as Accounts Asst.in the year 1997 and finally promoted as a Accountant-East, in the year 2000.

Place of posting: At their Eastern Head Office at Kolkata.

Jobs involved: Total accounts Maintain of Kolkata Office/ Co-ordination between Branch -Head Office/Sundry Debtors Maintain/Cash, Bank handling/ All accounting job/MIS/Vendors, Transporters bill checking and making payment/ Sales Tax/ Audit Schedule / and other jobs related to Accounts up to Finalization of Balance sheet.

EDUCATIONAL QUALIFICATION

B. Com (Hons.)From University of Calcutta in the year 1997.

OTHER QUALIFICATION

- Diploma in Financial Accounting systems in W.B.Youth Centre in 1998
- Able to operated off line package - Tally 9 & ERP (HIGH RISE) Module(Develop by Kanix Infotech Pvt. Ltd)
- Computer literacy : MS office, Internet,

PERSONAL INFORMATION

Date of Birth : 21.10.1974
Father's Name : Late Sri Benoy Kumar Mitra
Marital Status : Married
Residential Address : 223/5. Ashok Nagar Dist: 24 Pgs (N) Pin-743222
Tel No. 9748411464

PRESENT SALARY DRAWN

Rs. 6,25,000/- per annum.

OTHER INFORMATIONS:

Notice period required (if selected) - 30 days
Preferred location of posting - Kolkata & adjacent area

Place: Kolkata
Date : 07.02.2020

Sd/-
(Arindam Mitra)