**CURRICULAM VITAE**

NAME : **OM PRAKASH GUPTA**

FATHER'S NAME : Late Ram Nawal Gupta

ADDRESS : 80 / 1 / A, Girish Ghosh Road,

 Nav Bharat Apartment, 2nd Floor

 P.O. – Belurmath,

 Dist. - Howrah-711202

 (Near Thakuran Pukur, Vivek Sangha)

CONTACT PHONE NO. : 9433033599 / 6290213759

EMAIL ID : opguptamagic@gmail.com / opgliluah@yahoo.co.in

DATE OF BIRTH : 16th day of May,1966

EDUCATIONAL QUALIFICATION: B.Com. (Pass) , (C.U.) Marks obtained 51 %

EXPERIENCE : **HOD / Manager -Accounts & Finance with**

 **PECON SOFTWARE LTD. & Group Companies**

 EN-27, Advantage Tower, 2nd Floor,

 Salt Lake, Sector-V, Kolkata-700091

 Now Shifted to :

 “Pecon Tower” Premises No. 04-315,Plot no.: DH-6/38

 AA-1D,4th floor ,Newtown,Rajarhat,Kolkata-700 156.

 **From:-03.09.2008 to 31.01.2020**

I Looked after Finalisation of Accounts,Preparation of Balance

 sheet and statement of Proft & Loss a/c, Income Tax (normal &

 scrutiny),TDS, Sales Tax, GST, Service Tax, R.O.C. matters,

 liasioning with the bank for disbursement of fund and credit

 limit related matters , liasioning with branch and other

 commercial work viz correspondence with parties and Govt.

 Dept.wherever necessary

 II. Worked in Computer environment on Tally package

 but day to day data entries,excel work and typing works are

 being done by Computer Operator.

 **Chief Accountant cum Commercial Officer with**

 **M/s. Binayak Hi-Tech Engg. Ltd. & its sister concerns**

 **(100% E.O.U Unit) (Having two manufacturing units)**

 8, Camac Street, Shantiniketan Bldg. Basement Room

 No.: 25, Kolkata - 700 017

 Later Shifted to:

 117/2, Mirpara Road, Liluah, Bhattanagar,

 Howrah - 711203

 **From 17.06.1996 to 20.06.2008**

 Contd……2

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 Looked after Accounts, Income Tax Sales Tax, Prof. Tax,

 Corp., Tax, R.O.C. matters, discounting of export bills,

 Liasioning with Bank & Factories, Cash Handling and

 other commercial work including correspondence with

 parties and Govt. Dept. where ever necessary

 **Chief Accountant with:**

 **M/s. A.S. Investment & P.C. Associates (P) Ltd.**

 **Rejoined on 29.05.1993 to 16.06.1996-**

 **Chief Accountant with:**

 **M/s. Shyam Textiles (P) Ltd. & its Sister concerns**

 “Archana Complex”37/12-1, 4th Cross Lal Bagh Road,

 Bangalore - 560027

 **From 22.12.1992 to 07.04.1993**

 Looked after Accounts,

 Sales Tax, M.C.F. & Filter Cloth Sales, assist in Income

 Tax and others (R.O.C. matters were dealt with from H.O.

 Kolkata)

 **Chief Accountant with:**

 **M/s. A.S. Investment & P.C. Associates Pvt. Ltd.**

 **(Dealing in Automobile Finance)**

 10A, R.G. Kar Road, 2nd Floor

 Kolkata - 700 004

 **From 01.03.1991 to 21.12.1992**

 Looked after Account, R.O.C. Matters of Pvt. Ltd. Co.

 & Assist. in Income Tax.

 **C.A. Articleship with:**

 **M/s. N.K. Poddar & Co. (Chartered Accountants)**

 P-3, New C.l.T. Road, 2nd Floor Kolkata - 700 073

 **From 01.12.1986 to 28.02.1991**

 Looked after finalization of Balance Sheets after audit

 **J.B. Financial & Consultancy Service Pvt. Ltd.**

 174, Chittaranjan Avenue, 2nd Floor, Kolkata-700 007

 Handled the Books of Accounts and preparation of

 Final Accounts of different companies.

 **From 01.04.1986 to 30.11.1986**

 O**FFER OF CHANGE OF JOB PROFILE: From Manager- Accounts & Finance to Manager –**

 **Customer Relation / Branch Head**

SALARY EXPECTED : Negotiable on standard & handsome offer only

 [OM PRAKASH GUPTA]

Date: *Signature*