



CURRICULUM-VITAE OF ARUP MUKHERJEE

C-1, 1st Floor, ISHANI APARTMENT, Basu Nagar, Madhyamgram, Kolkata – 700 129, W.B.

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Aim:

To utilize my experience for the overall growth of the company I work for.

Profile Summary:

- A competent professional with total 20 years of experience in: following areas -

Strategic Vision & Thought
Cost Control
Accounts
Taxation
Finance Control
Legal & Compliance

Techno-Commercial Operations
MIS
Budget & Variance Analytical Skill
Auditing
SOP Development & Adherence

Plant Management
Production Planning
A Proactive Planner
A keen Strategist with Expertise
Inventory Management

WORKING EXPERIENCE :-

Sl. No.	Period	Employed in	Post Held	Areas of Responsibility hold
1	From 01.04.2001 to 30-06- 2004	Bharat Sevashram Sangha, Ghatsila, Jharkhand (Bharat Sevashram Sangha is a Internationally reputed Non-Government Organisation working over 104 years (all over India and abroad also) for different development sectors).	ACCOUNTANT	<ul style="list-style-type: none"> - Total day to day accounts up to Finanlisation; -.Budget Preparation ; -.Cash Flow & Fund flow Statement ; - MIS Reports ; - Compliance of Statutory Requirements like Income Tax (u/s 35 AC & 80 G), FCRA (Foreign Contribution Regulation Act) & all sorts of Govt. Grant-in-Aid return (Monthly/Quarterly/Half yearly/ Yearly basis) -.Coordinating with Foreign Donors & Financial Reporting to development partners like Action Aid, MISEREOR, PEERLESS, CAPART, TRYSEM, DC(H), German Consulate, British High Commission, Japan Consulate, Various Charitable Trusts, Ministry of Social Justice & Empowerment, Ministry of Tribal Affairs (Govt. of India) etc. - Preparation of Balance Sheet, Income & Expenditure A/c, Receipt & Payment A/c

2	From 01.07.2004 to 30.11.2006	<p>M/s. OBER GROUP, Shillong, Meghalaya</p> <p>(M/s. OBER GROUP is a nationally reputed Concern working over 54 years in the field construction)</p>	SENIOR ACCOUNTANT	<ul style="list-style-type: none"> - Preparation of Weekly/Monthly/Annual Budget & developing Controls and analyzing variances. - Monitor expenditure against budgets and advise departmental In charges / managers. - Experience in Receivables / Payables Accounts - Prepare and submit monthly revenue forecast report to management - Checking of Consumption Sheet of all store materials - Wages & Salary administration - Checking of civil bills & measurement - Cash Flow & Fund flow Statement - Total Day to day Accounts/Accounting Method/Procedure, Like Cash Book, Bank Book, Ledger, Journal, BRS etc. (Up to Finalisation of Accounts) - Maintain the books of accounts & Return of Sale Tax / VAT / CENTRAL SALES TAX on monthly / quarterly / yearly basis / Assessment etc. (up to VAT Audit). - TDS(Income Tax) / Service Tax Reports - Preparation of daily, weekly and monthly MIS - Maintain P.F. Account - Looking after the Labour License & Half yearly/Annually Return Procedure - Preparation of Balance Sheet & PL A/c
3	From 01.12.2006 to 15.03.2012	<p>SHIV-VANI OIL & GAS EXPLORATION SERVICES LIMITED, CBM-BOKARO, Jharkhand</p> <p>(SHIV-VANI OIL & GAS EXPLORATION SERVICES LIMITED (an ISO:9001 Company) is a Internationally reputed Concern working over 42 years in the field Oil & Natural Gas Sector globally).</p>	ASSISTANT MANAGER (ACCOUNTS)	<ul style="list-style-type: none"> - Preparation of Weekly/Monthly/Annual Budget & developing Controls and analyzing variances. - Monitor expenditure against budgets and advise departmental In charges / managers. -Experience in Receivables / Payables, Reconciliation & GL Scrutiny of Accounts - Checking of Consumption Sheet of all store materials - Prepare and submit monthly revenue forecast report to management. - Checking of all departmental expenditure bills including civil bills with measurement. - Wages & Salary administration - Team member of Internal Audit &Taxation - Cash Flow & Fund flow Statement - Total Day to day Accounts/Accounting Method/Procedure, Like Cash Book, Bank Book, Ledger, Journal, BRS etc. (Up to Finalisation of Accounts) - Maintaining the books of accounts & Return of Sale Tax / VAT / CENTRAL SALES TAX (including Entry Tax) on monthly / yearly basis / Assessment /VAT Audit etc. - Preparation of Service Tax Reports & Submission of Return of Service Tax. - Preparation of TDS Reports. - Preparation of daily, weekly and monthly MIS - Maintaining the books of accounts of P.F. Account & Submit the return of P.F. monthly / yearly basis - Preparation of Balance Sheet & PL A/c

4	From 16.03.2012 onward (totally Green Field Project)	<p>INLAND POWER LIMITED</p> <p>(INLAND POWER LIMITED (63 MW X 2 Units) is a Internationally reputed concern working over 22 years in the field of Power Plant Project)</p>	DGM - ACCOUNTS & COMMERCIAL (GRADE – HEAD)	<ul style="list-style-type: none"> - Preparation of Weekly/Monthly/Annual Budget & developing Controls and analyzing variances. - Monitor expenditure against budgets and advise departmental In charges / managers. - Cost Centre base Analysis. -Experience in Receivables / Payables, Reconciliation & GL Scrutiny of Accounts - Checking of Consumption Sheet of all store materials - Prepare and submit monthly revenue forecast report to management. - Verification of all departmental expenditure bills including civil/mechanical/electrical/coal & other bills with measurement. - Wages & Salary administration - Cash Flow & Fund flow Statement - Total Day to day Accounts/Accounting Method/Procedure, Like Cash Book, Bank Book, Ledger, Journal, BRS etc. (Up to Finalisation of Accounts) - All sorts of GST related matter like filing of GSTR 3B, GSTR – 1 / 2 etc - All sort of statutory work under the Electricity Duty Act including assessment - Maintained the books of accounts & Return of Sale Tax / VAT / CENTRAL SALES TAX (including Entry Tax) on monthly / yearly basis / Assessment /VAT Audit etc. - Budgeting & Variance Analysis. - Online Mining Return including all compliances. - Preparation of TDS / TCS Reports. - Preparation of daily, weekly and monthly MIS - Supervision towards books of accounts of P.F. & Submission online return of PF & ESIC monthly / yearly basis - Done Capitalization work of whole plant. - Overall Responsibility towards submission of Stock, Debts & Drawing Power detail to Bank at every month end. - Monthly Report to all concerned Bank. - FSM Report on Quarterly / Half yearly / Annually basis to the respective Bank. - Facing Cost Audit / Excise Audit (for Fly Ash Bricks plant) / Internal Audit / Statutory Audit / Tax Audit / IFC Audit / JSERC Audit / Service Tax Audit / Bank Audit / ISO Auidt / Health & Safety Audit / Sales Tax Assessment / Income Tax Assessment etc - Preparation of Balance Sheet & PL A/c on monthly basis. - Supervision of all Store & Inventory activities - Supervision of HR activities. - Check & verify the Procurement activities like CS/Maintenance of Register etc - Supervision of rules & regulations of Logistic & Transport activities. - Supervision of Fly Ash Brick Plant. - Supervision of all sorts of Compliance. - Assist Plant Head towards day to day Administrative works.
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EXPERIENCE TOWARDS MAINTAINING ALL BOOKS OF ACCOUNTS OF SISTER CONCERNS – UPTO FINALISATION OF ACCOUNTS (8 NOS.) OF INLAND POWER LIMITED. IN SHIV-VANI ALSO MAINTAINED BOOKS OF ACCOUNTS OF SISTER CONCERNS – UPTO FINALISATION OF ACCOUNTS (5 NOS.).

Have good command of Financial Software packages like SAP (ECC 6.0) (worked in SAP from 1/4/2009 to 15.03.2012 at Shiv-vani Oil & Gas Exploration Services Limited). Presently working in Online ERP Package (at Inland Power Limited), ERP (Oracle D2K 9i) & Tally 7.2 & 9.

SEASONED & EXPERIENCED TO WORK IN GREEN FIELD PROJECT.

Educational Qualification	▶	B.Com (Hons.) M.Com MBA (FINANCE) LL.B LLM Diploma in Financial Accounting Diploma in Computer Application PhD on Finance (Topic : “Growth of Tax Revenue : an Inter-state Analysis”)
Language Known	▶	English, Hindi, Bengali.
Current CTC	▶	Rs. 10,20,000/- PA (Apart from my salary I am entitled for full furnished accommodation along with subsidized food facility)
Expected CTC	▶	Negotiable.
Notice Period	▶	1 Month

Professional Achievement ▶ **Setting up 63 MWH Thermal Power Plant of Inland Power Limited at village Tonagatu, Bariyatu, PO & PS :- Gola, District :- Ramgarh, Jharkhand PIN – 829100**

Personal Achievement ▶ **Completed Doctorate on Finance from Chhatrapati Shahu Ji Maharaj University in the year 2017. Topic of Thesis was on “GROWTH OF TAX REVENUE AN INTER-STATE ANALYSIS**

Personal Profile:

Name ▶ **Arup Mukherjee.**

Father's Name ▶ **Suman Mukherjee (Ex. Govt. Employee).**

Mother's Name ▶ **Gouri Mukherjee (Ex. Head Mistress of High School (Govt.)).**

Date of Birth ▶ **6th June 1979.**

Mailing Address ▶ **Arup Mukherjee, C-1, 1st Floor, Ishani Apartment, Basunagar, Madhyamgram, Kolkata – 700 129, W.B.**

Passport Number ▶ **International Passport Number - M4437284.
(Valid up to 08.01.2025)**

Nationality ▶ **Indian.**

Marital Status ▶ **Married.**

(ARUP MUKHERJEE)

Date :- 17 –05 – 2021.

Place :- Gola, Jharkhand.