**Curriculum Vitae**

**Name : SUBHANKAR CHOWDHURY**

**Father’s Name : Sib Sankar Chowdhury**

**Date of Birth : 09/06/1988**

**Permanent Address : Subhas Pally**

**P.O. – Batanagar**

**Kolkata- 700140**

**Mobile : (0) 8296959583**

**E-Mail :** [**csubhankar88@gmail.com**](mailto:csubhankar88@gmail.com)

**Nationality : Indian**

**Religion : Hinduism**

**Caste : General**

**Sex : Male**

**Marital Status : Unmarried**

**Language Known : Bengali, English, Hindi, French, German**

**Interest & Hobbies : Listening Music, Playing Chess**

**Career Objectives - To work in a challenging environment where I am utilize my analytical skill to add value to the organization and thus develop my potential towards becoming a successful professional as well as human being.**

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Examination | % of Marks | Division | Year |
| Madhyamik | **61** | **1st** | **2005** |
| Higher Secondary (H.S.) | **72** | **1st** | **2007** |
| B.Com (Hons.) (Accounts & Finance) | **50** | **2nd** | **2010** |
| M.Com (Accounts & Finance) | **61** | **1st** | **2013** |
| PGDIB(PGD in  International Business) | **63** | **1st** | **2012** |

**Professional Qualification –**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the course | Name of the Institute | Stage | Passed/Appeared | Year |
| Company Secretary | Institute of Company Secretaries of India (ICSI) | Executive | Appeared | 2014 |

**Technical Specialty –**

|  |  |
| --- | --- |
| Sr.No. | Details |
| 1. | Accounts Pro – Computerized Financial Accounting (Tally ERP 9.0) From Aptech – 2011. |
| 2. | MS-Excel, MS-Word, MS-Power Point. |
| 3. | Diploma in Hardware from Y.C.T.C. under W.B. Government - 2008. |
| 4. | ICSI Accounting passed – 2011 |
| 5. | MCA -21 |

**Working Experience –**

1. **Worked as an Accounts Executive and Audit Assistant in Srikumar Banerjee & Co.(Chartered Firm) from 2nd April 2013 to 31st January 2014.**

**Audit Assignment**

|  |  |
| --- | --- |
| Name of The Organization | Types of Audit |
| RICE Reality Pvt. Ltd. | **Internal Audit** |
| RICE Group | **Due Diligence Audit** |
| Bidhannagar Municipality | **Internal Audit** |
| Baranagar Municipality | **Internal Audit** |
| Adamas Institute of Technology | **Internal Audit** |
| Adamas International School | **Concurrent Audit** |
| Kidzee School | **Internal Audit** |
| Deep Purple Pvt. Ltd. | **Statutory Audit** |

**Accounts Assignment**

|  |  |
| --- | --- |
| Name of The Organization | Types of Accounts |
| Baranagar Municipality | **B.R.S.** |
| Bidhannagar Municipality | **B.R.S.** |
| Adamas International School | **Accounts** |
| Adamas Institute of Technology | **Accounts** |
| Kidzee School | **Accounts** |

**2. Worked as a Tax Consultant and Accounts assistant in P.D. Associates since 1st February 2014 to 13th October 2014.**

**Accounts Assignment**

|  |  |
| --- | --- |
| Name of The Organization | Types of Accounts |
| Unique Power | **Final Accounts** |
| Jai Mata Di Traders | **Final Accounts** |
| Snow Point | **Final Accounts** |
| Corporate Management & Man Power Services | **Final Accounts** |
| Leather Link Pvt. Ltd. | **Final Accounts** |
| Eden Trading | **Final Accounts** |
| Sahara Footwear | **Final Accounts** |

**Tax Assignment**

|  |  |
| --- | --- |
| Name of The Organization | Types of Tax |
| Corporate Management & Man Power Services | **Service Tax** |
| Leather Link Pvt. Ltd. | **VAT, CST, PF** |
| Eden Trading | **CST** |
| Sahara Footwear | **CST** |
| Jai Mata Di Traders | **VAT, CST** |

**3. Working as an Audit Assistance & Accounts Executive in Rajesh Jalan & Associates (Chartered Firm) since 14th October 2014.**

**Accounts Assignment**

|  |  |
| --- | --- |
| Name of the Organization | Types of Accounts |
| AG Infosolve Pvt Ltd | **Final Accounts** |
| Human Sales Pvt Ltd | **Final Accounts** |

**Audit Assignment**

|  |  |
| --- | --- |
| Name of the Organization | Types of Accounts |
| Allahabad Bank | **Concurrent Audit** |
| United Bank of India | **Concurrent Audit** |
| United Bank of India | **Revenue Audit** |
| Allahabad Bank | **Revenue Audit** |

1. **Working fields in accounts are –**

|  |  |
| --- | --- |
| Serial No. | Accounting Fields |
| 1. | Bank Reconciliation Statement |
| 2. | Bills Preparing( Sale & Purchase) |
| 3. | Vouching |
| 4. | C form preparing |
| 5. | Final Accounts |

**B. Knowledge of Accounting packages are-**

|  |  |  |
| --- | --- | --- |
| Serial No. | Accounting Packages | |
| 1. | | MS-Excel |
| 2. | | Tally (E.R.P. 9.0) |
| 3. | | FA Package |
| 4. | | Finacle (Infosys) |
| 5. | | Banks 24 |

1. **Working fields in taxes are-**

|  |  |
| --- | --- |
| Serial No. | Name of the Taxes |
| 1. | Income Tax (I.T) |
| 2. | Service Tax (S.T) |
| 3. | Professional Tax (P.Tax) |
| 4. | Tax Deduction at Source(T.D.S.) |
| 5. | Value Added Tax (V.A.T.) |
| 6. | Central Sales Tax (C.S.T.) |
| 7. | Provident Fund (P.F.) |
| 8. | Employees State Insurance (E.S.I.) |
| 9. | Register of Company (ROC) |
| 10. | 3 CB ( Tax Audit) |
| 11. | 3 CD ( Tax Audit) |

1. **Working fields in Audits are-**

|  |  |
| --- | --- |
| Sr. No. | Auditing Fields |
| 1. | **Hospitality Audit** |
| 2. | **Stock Audit** |
| 3. | **School Audit** |
| 4. | **Departmental Audit** |
| 5. | **PWD Audit** |
| 6. | **Tax Audit** |
| 7. | **Revenue Audit** |
| 8. | **Bank Audit** |
| 9. | **Municipality Audit** |
| 10. | **Institutional Audit** |
| 11. | **Internal Audit** |
| 12. | **Statutory Audit** |

**E. Working fields in Secretarial are-**

|  |  |
| --- | --- |
| Sr. No. | Secretarial Fields |
| 1. | Memorandum Of Association (MOA) |
| 2. | Article Of Association (AOA) |
| 3. | Compliance Certificate |

**Training : S.I.P. Training**

**I hereby declare that the above particulars are true to the best of my knowledge and belief.**

**Date:**

**Place:**

**------------------------------------**

**(Signature)**