

## **SUMAN KUMAR SINGH**

**Mobile: 7001351776 / 8001019569**

**Email id : sumankumarsingh059@gmail.com**

### **Career Objective**

To work in a professional, dynamic and vibrant environment and to keep value adding to the organization which I represent and serve while concurrently upgrading my skill, knowledge and competence.

#### **Synopsis:**

- Experience in Auditing, Taxation, Accounting, Finalizing of Books.
  - Possess excellent Client Relationship Management skills.
  - Excellent at Follow Up and demonstrate an unerring eye for detail.
  - Skillful at handling multiple tasks simultaneously.
  - Ability to continuously strive for improvement in existing processes
- Hard Working, Ready to take up Challenges & a Team Player as well as Leader

#### **Competencies:**

- Time Management
- Team Management
- Communication & Presentation Skills
- Eagerness to learn
- Quick Learning Skills

### **Professional Experience**

#### **1. N N DAS & CO.**

**1<sup>ST</sup> June 2018 – 31<sup>st</sup> May 2020.**

**Chartered Accountants Firm, KOLKATA**

**Designation – Junior Assistant – Account & audit**

Reputed and experienced Chartered Accountant Firm which assists clients on various financial matters and conducts all type of Audits like Statutory Audit, Internal Audit, and Stock Audits for various corporate and non-corporate clients.

During these this period my key responsibilities were as follow:

#### **Account & Taxation**

- Assist in Conducting Internal Audit of Coal India Limited.
- Verify bill & checking the voucher in proper account head on day to day basis.
- Checking wages register and wage audit.
- Checking proper record keeping of voucher.
- Checking of Maintaining the statutory record, computation, filing return, TDS (form 26Q), Goods and Service tax, professional tax. We should check the statutory dues payment before due date as per prescribed format/challan.
- Store verification done by every month.
- Preparation of **Internal Audit Report**.

**2. STERILE EXTRUSIONS PRIVATE LIMITED****1<sup>st</sup> June 2020 to till the Date.****Designation; - Sr. Accountant**

- Preparation of sales and Purchase records party wise.
- Account Reconciliation
- Handle all types of Risk & Compliance
- Handle dispute and litigation.
- Handle Tax compliances
- Product Costing of Products – Manufacturing & Commercial Plants
- Fixed Assets accounting & Capital budget monitoring
- Costing of new Products & periodic cost revisions.
- Calculate, post, and allocate Journal Entry
- Perform cost center review
- Prepare monthly costing reports
- Prepare Cost sheets
- Run monthly Plant Performance Report
- Product wise profitability
- Calculate new products and simulation
- Tracking of all Payment & Received of party.
- Preparation of Stock Consumption and Production in Tally ERP9.
- Handle Import and Export sales and purchase.
- Tracking GST Input and setoff proper by Output tax.
- Prepare GST data, TDS data and Income tax as per need.

**EDUCATIONAL QUALIFICATIONS:**

Professional Qualification		
Professional Nomenclature	Institute	Year of Passing & Marks in (%)
Intermediate CMA(CWA)	Institute Of Cost Accountants Of India	Dec 2017 with 50%
FINAL (CWA) Grp4	Institute Of Cost Accountants Of India	Dec 2018 with 50%

Academic Qualifications		
Examination Passed	Board /School /College /University	Year of passing & Marks in (%)
B. Com (Hons.)	KAZI NAZRUL UNIVERSITY	2018 with 56%
XII Standard	W.B.C.H.S.E	2015 with 77.40%
X Standard	W.B.B.S.E	2013 with 59.29%

### Computer Skills

- Completed Information Technology Training of 100 hours from Institute of Cost Accountants of India.
- Knowledge of Advance excel& word(Pivot table, Vlookup, Hlookup, if function, and or Function etc.)
- Tally erp.9 with GST.
- GST Registration & Filling.

Personal Details	
Father's Name:	Mr. Sanjay Singh
Date of Birth:	March 10, 1997
Present Address:	Damra Hattala ,bel tala quarter, Post- Damra, Dist- Burdwan, State-West Bengal,pin-713339
Permanent Address:	DO
Areas of Strength:	Positive approach to challenges
Languages known:	English, Hindi & Bengali

I do hereby declare that the above given details are true to my knowledge.

Date;-

Signature  
Suman Kumar Singh