

**CHANDANMOY ROY**

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# Career Objective:

Making a more significant contribution to organization. I will work and utilize my skills and abilities in the industry that offers professional growth while being innovative and flexible**.** My greatest assets are my honesty & sincerity which help in tackling the challenges to a meaningful conclusion.

**Functional Domain Experience:**

* **“**Working as an **Accountant** in **‘Ujjal Transport Agency’** (A leading Mining Concern of EMTA group of companies) in Asansol from Oct’2007 to 2013 & in **‘Panorama Country Club Resorts Pvt. Ltd**.’ (A Hotel Resort & Theme Park project of the same group) from 2013 to till date.

**Functional Domain Responsibilities:**

* Maintaining day-to-day records in Tally ERP 9 \* Follow-up of Bills as well as debtors
* Sound knowledge in accounts & taxation \* Reconciliation of Bank Statements
* Regular follow-up of transactions & Creditors \* Preparation of Budget & forecasting
* Preparation of VAT & CST Returns (Qtrly) \* Generating of Way Bill in system
* To assist & resolve queries raised by Auditors \* Cash handling & banking transactions
* Handle referral accounts with branch office \* Looking after & scrutiny of accounts
* Overall monitoring of accounting jobs
* Develop & implement plan to accommodate corporate \* Follow-up of tracker on daily basis to

Goals resolve the queries.

* Knowledge of Import related jobs \* Other accounts & financial activities

# Academic Qualification:

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| --- | --- | --- | --- | --- |
|  **Name of Examination** | **University/Board** |  Year | Division |  Marks (%) |
|  **ICAI** (Intermediate) | The Institute of Cost Accountants of India | Pursuing Intermediate Course |
|  **MBA** (Finance) | Sikkim Manipal University | 2012 | B+ | 65 |
|  **B.Com** (3 years Course ) | Burdwan University | 2001 | 2nd | 49 |
|  **Higher Secondary** (12th Class) | W.B.C.H.S.E | 1998 | 2nd | 52 |
|  **Madhyamik** (10th Class) | W.B.B.S.E | 1996 | 2nd | 56 |

**IT Skills:**

**Operating Systems :** MS-DOS, Windows 98/2007/XP/Vista etc.

**GUI Tools :** Microsoft Office 2007 package, FA, Tally, Internet etc.

**Other qualification:**

4 years experience as Insurance Advisor/Agent in Life Insurance Sector. (Such as LICI, ICICI Prudential, TATA AIG, Max New York, Bajaj, Reliance etc. and also in GICI Sector)

**Extra Qualification:**

**“VAT RETURN PREPARER” (VRP)** training (30 hours) course from Directorate of Commercial Taxes, W.B. Govt. in collaboration with Tathya Education Technology Pvt. Ltd., Kolkata in December’2012.

**“TALLY Financial & Accounting Program”** (Tally 9.00 ERP) from Tally Academy, Asansolin 2005

[Course contains - Accounts, VAT, TDS, TCS, FBT, Excise Duty, Custom Duty, Service Tax, Partnership Act,

 Company Act, and Payroll etc.]

**“Diploma in Financial Accounting System” (DFA)** from Youth Computer centre, Asansol in 2001

**“Post Graduate Diploma in Yoga Therapy”** from Burdwan University in 2005**.**

**“Certificate Course in Yoga Therapy”** from Burdwan University in 2001.

**“Type Writing Skill in English” –** 40 w/p/m. from Kulti College of Commerce, Kulti, Burdwan.

**Personal details:**

Date of Birth **:** 10th January’1980.

Father's Name **:** Dilip Roy

Nationality **:** Indian

Marital Status **:** Married

Personality **:** Diligent, modest, obedient & reliable.

Language Known **:** Bengali, English and Hindi.

Communication Skill **:** Bengali, English and Hindi.

**Hobbies:**

Reading, listening music, Singing & Internet surfing.

**Declaration:** I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

**Date-**

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**Place-** Asansol  **(Chandanmoy Roy)**