

INDRAJEET MUKHERJEE

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JOB OBJECTIVE

In quest of challenging senior level assignments in the domain of Accounts & Taxation preferably in Financial & Accounts sector

PROFILE SUMMARY

With 12 years of comprehensive skills, knowledge & expertise in General Accounting, Taxation and Budgeting & MIS Reporting. Demonstrative excellence in conceptualizing and implementing effective management systems to improve financial controls & financial discipline in the organisation. Proficiency in cost control, handling the accounting systems as per the set rules & regulations laid down by various governing bodies. Adept in handling tax matters including T.D.S. formalities, preparing and filing annual / income tax returns.

Sound experience in implementing financial procedures and actively involved in the maintenance & finalization of accounts, working capital management, profit monitoring and building internal financial controls. Possess significant leadership experience leading to better financial performance and devising systems for improvement in performance of the team. Sound knowledge of state and central statutes, with particular reference to corporate taxation, central excise, etc. An effective communicator with excellent relationship building & interpersonal skills.

CORE COMPETENCIES

Finance & Accounts
Audits- Internal and Statutory
Account Payable & Receivable

Taxations
Budgetary Control & MIS
Systems Implementation

Reconciliations
Team Management
Compliance

WORK EXPERIENCE

December' 2018 – Nowadays in a Manufacturing Company in Noida Electronic City U.P. .

November' 2013 – Worked in CS Associates (KPS Corporate Consultants Pvt. Ltd.) in Shalimar Bagh , Delhi.

August' 2010 – October' 2013 in Welspun Projects Ltd.,

Assignment Handled:

- i) Dewas Water Treatment Project, Dewas , M.P.
- ii) Welspun India Ltd. Township Project. In Anjar , Gujarat.

Jul' 2008- June' 2010: in Gammon India Ltd. / Gactel Turnkey Projects Ltd. as Assistant Accountant

Assignment Handled:

- i) Anpara Lanco Power Plant, / Cooling Tower Project
- ii) IOCL Baroda, / Cooling Tower Project
- iii) Pipavav Port Site (at BHEL) / Cooling Tower Project
- iv) & ONGC Hazira at Surat / Cooling Tower Project

Mar' 2002 – June' 2008: In a Trading/FMCG Company (Dabur Distributor), Coochbehar & Siliguri , W.B. as Accountant

Jan' 1999 - Feb' 2002: in a Infra/Railway Projects Company (Raitani Engineering Works Pvt. Ltd.) Guwahati , Assam as Assistant Accountant

Jan' 1994 - Nov' 1998: in a CA Associates as Data Entry Operator in Siliguri

Key Result As

- Supervising miscellaneous reports, cash dealing, and keeping the proper accounting details
- Developing weekly cash accounts and maintain accounts report
- Preparing monthly liability statement and interfacing with various departments while mapping smooth Bank Transaction Process
- Implementing accounting systems & procedures; preparing statutory books of accounts & finalizing accounts
- Managing daily financial transactions related to accounts receivables/ payables, budget, etc.
- Generating & submitting various MIS reports to provide feedback to top management on financial performance
- Handling the transactions related to bank and preparing Bank Reconciliation Statements
- Performing monthly account reconciliations and monitoring general ledger transactions

- Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring compliance with regulatory accounting standards
- Maintaining cash flow & fund flow statements for monitoring the flow of working capital
- Coordinating the team for completion of statutory/tax audit and monitoring TDS service tax VAT/CST calculations, excise and income tax matters
- Handling matters related to Service Tax, Excise, Sales Tax, Income Tax; preparing tax plans, filing tax returns and ensuring timely assessment of returns as per the provisions of respective Tax Acts
- Interfacing with taxation authorities for timely filing, and income tax assessments, and filing of various forms, returns etc. required under various statutes
- Formulating budgets for the organization, in line with the overall business objectives
- Conducting variance analysis to determine difference between projected figures & actual expenditure and implementing corrective actions

EDUCATION

1996 Diploma in Computer & Application from Lakhotia Computer Centre, Siliguri (W.B.)
 1993 B.Com. from North Bengal University, W.B.

IT SKILLS

- Well versed with:
 - Windows 98 / 2000 / XP
 - DOS
 - Internet Applications
 - Microsoft Office and Basic programming
 - SAP FICO,, TallyERP 9 , BUSY, MARG , Foxpro3&Annalist Forum ,Taxation Software(KITRET,SARAL TAX , SARAL TDS ETC.)

PERSONAL DETAILS

Date of Birth: 25rd September 1973
 Languages Known: Hindi, English, Bengali& Assamese
 Address: C/o K.D. Mukherjee, Near Govind High School, Netaji Road, P.O- Alipurduar, District Alipurduar- 736121 , W.B.