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Resume

Career Objective

Aspirant for a distinct career, based on propensity of in-depth analytical strength and adaptability to modern concepts supported with persuasive work-dynamics within a team towards achieving growth oriented goals, set for both - organization and self.

Professional Snapshot

Qualified Cost Accountant, CA Inter & CS Inter with over 14 years of experience in Tea Industry including Auditing. Experience in managing various aspects of Accounts & Finance such as Taxation & Auditing Assignments.

Work Experience:

Current Position:

Sr. Accounts Manager at The Scottish Assam (India) Ltd. (Heeleakah Tea Estate) Corporate Office Kolkata from July, 2017

Previous Work Experience:

- 1. Accounts Manager at Vision Industries Pvt. Ltd – Tea Company (Prithvi Group) Corporate Office Saltlake Kolkata from June, 2015 to July, 2017.*
- 2. Manager Accounts at Bajrangbali Re-Rollers Pvt. Ltd & Beepee Rollers Pvt. Ltd. ODC Odisha from April, 15 to May, 15.*
- 3. Sr. Accountant & Office In-charge of Central office of Nepal Tea Development Corporation Ltd. (7 Gardens with 5 Factories), Haldibari Tea Processing Pvt. Ltd., Ganesh Himal Tea Estate Pvt. Ltd. & Packaging Birtamode, Nepal (From June, 2012 to April, 15)*
- 4. A.R. Maiti & Company Chartered Accountants: From February, 08 to June, 2012.*

Duties & Responsibilities:

1. The Scottish Assam (India) Ltd.

- Finalization of Accounts.
- Limited Review.
- Banking & Finance.
- GST(HO and Garden)
- Gratuity Fund.
- Investment.
- MIS Report.
- Budget.
- Analysis of Monthly Kamjari.
- To look after statutory requirement, daily, weekly & monthly reports.
- Monthly comparative Expenditure statement with reasons of increase & decrease.
- Checking & authorizing of all type of routine expenses.
- Coordinating with internal/ statutory/ tax auditors, evaluating internal control systems / procedures with a view to highlight the shortcomings & implementing necessary recommendations, ensuring that accounts prepared are in order.
- Overall supervision of finance & Accounts department.
- Tax matters.
- To look after Tea Board subsidy under various scheme.
- Compliances with TDS, P. Tax, GST etc.
- Coordination with Credit Rating Agency.
- Other Statutory annual return of the garden/factory.
- Coordination with Garden & HO.

2. Prithvi Tea Company Private Ltd

- Preparation of Garden Budget with month wise allocation.
- Banking & Finance.
- Analysis of daily Kamjari.
- Preparation of inflow & outflow statements yearly & monthly.
- To look after statutory requirement, daily, weekly & monthly reports.
- Monthly comparative Expenditure statement with reasons of increase & decrease.
- To look after day to day functioning of Accounts & finance functions.
- Overall supervision of finance & Accounts department.
- Tax matters.
- To look after weekly fund requirement.
- To look after Tea Board subsidy, Working Capital interest & insurance subsidy under various scheme.
- To look after physical verification of stock of store.
- To look after physical verification of stock of Tea on monthly basis and adjustment thereof.
- Compliances with tds, excise, sales tax, vat, entry tax & service tax returns/assessments.
- Coordination with internal auditor and follow up action thereof.
- Other Statutory annual return of the garden/factory.

- Coordination with Garden & HO.

3. Bajrangbali Re-rollers Pvt. Ltd & Beepee Rollers Pvt. Ltd.:
Finance & Accounts

- Conceptualizing, implementing and supervising general ledger and financial reporting processes and on time compliance of accounting standards.
- Checking & authorizing of all type of routine expenses.
- Compliances with excise, sales tax, service tax returns/assessments.

Audits/Taxation

- Ensuring timely assessment & filling of VAT & CST Returns in compliances with statutory Acts.
- Administering the TDS liabilities of the Parties.
- Coordinating with internal/ statutory/ tax auditors, evaluating internal control systems / procedures with a view to highlight the shortcomings & implementing necessary recommendations, ensuring that accounts prepared are in order.

4. Nepal Tea Development Corporation Ltd.:

- Day to day Accounts work & in- charge of Central office under the guideline of Executive Director & HO KTM.
- Preparation of Garden Budget with month wise allocation.
- Preparation of inflow & outflow statements yearly & monthly.
- To look after statutory requirement, timely sending daily, weekly & monthly reports to HO.
- Monthly comparative Expenditure statement with reasons of increase & decrease.
- To look after day to day functioning of Accounts & finance functions.
- Overall supervision of finance & Accounts department.
- Tax matters.
- Responsible for monitoring of Central office Accounts as per requirement of KTM Corporate office.
- Coordination with KTM Corporate office Accounts system & follow the same for the smooth & proper maintenance of Accounts.
- Reconcile Bank, vendors & customer's Accounts & following up related authorities towards queries found with preparation of Debtors & creditors monthly statement if required.
- Reconciliation of inventories.
- Scrutiny of Account on monthly basis.
- If require the preparation of Balance Sheet as per Accounting Standard of Nepal.
- Evaluation of internal control and accounting systems by keeping coordination with the field and factories.
- Cost analysis to ensure cost reduction at various cost centers.
- Periodical visit to the garden & factories offices for proper maintenance of records as per the guideline & any other works related to Accounts given by the management time to time.

Professional Qualification

<i>Sl. No.</i>	<i>Course</i>	<i>Name of Institution</i>	<i>Year of Passing</i>
<i>1</i>	<i>ICWAI Qualified</i>	<i>ICWAI</i>	<i>June, 2012</i>
<i>2</i>	<i>Chartered Accountant Inter</i>	<i>ICAI</i>	<i>May' 2008</i>
<i>3</i>	<i>Company Secretary Inter</i>	<i>ICSI</i>	<i>June' 2012</i>

Educational Background

<i>Year</i>	<i>Course</i>	<i>Name of Institution</i>	<i>Remarks</i>
<i>2002</i>	<i>BBS</i>	<i>Tribhuban University</i>	<i>2nd Division</i>
<i>1998</i>	<i>I.Com.</i>	<i>Tribhuban University</i>	<i>2nd Division</i>
<i>1995</i>	<i>SLC</i>	<i>Nepal Board</i>	<i>1st Division</i>

4 .A.R.Maiti & Co. Chartered Accountants :

Internal and Management Audit

- *Atmaram Tea Co.*
- *NHPC (Rangit Power Station- Sikkim)*
- *Quality Tea Plantation Pvt. Ltd.*
- *BSNL Telecom Factory*
- *Ambootia Group (Moondakotee, Nagri, Ambootia, Monteviot Tea Estate)*
- *Kurti Tea Estate*
- *Nepuchapur Tea Estate*
- *Binaguri Tea Estate*
- *Moraghat Tea Estate*
- *Sannyestshan Tea Estate*
- *Gatoonga Tea Estate*
- *Mokrung Tea Estate*
- *Boarting Tea Estate*
- *Sangsua Tea Estate*
- *Bhatkhawa Tea Estate*
- *NTDC (Nepal- Fixed Assets verification)*

Statutory Audit and Tax Audit

- *Andrew Yule & Co. Ltd*
- *IISWBM*
- *Jinay Investment Co. Pvt. Ltd*
- *Central Warehousing Corporation Ltd*
- *Rahimabad Tea Estate*
- *Turturi Tea Estate*

Bank Audit

- *Indian Bank (Southern Avenue Branch)*
- *Indian Bank (Vivekanand Road Branch)*

Tax Audit

- *Paharpur Cooling Towers Ltd.*

Key Operational areas in Accounts, Audit, Internal Control & Commercial Matters:

Evaluation of internal control and accounting systems, in order to get an insight, identify weakness in particular.

- *Maximization of reliability of systems by doing away with possibilities of errors, mistakes and fraudulent transactions.*
- *Internal audit functions in all the required areas with insight view of discrepancies if any and suggest the remedial measures to bring the discrepancies to a limit.*
- *Cost analysis to ensure cost reduction at various Cost centers.*

Key Tasks Handled:

Accounts & Finance

Maintaining books of accounts & financial statements ; preparing trading, profit & loss accounts, balance sheet, debtor & creditor status report, valuation of closing stock etc.,

Auditing

Handling of all types of audit assignments covering Internal Audit, Statutory Audit, Revenue Audit, Concurrent Audit and ensuring timely completion of the same.

Taxation

Computation of tax liabilities of Individuals, Firms & Companies.

Training Programme:

- Completion of 250 Hours of Compulsory Computer Course of ICAI.
- Completion of computer training course of ICWAI Inter, Final & CS Inter.

Computer Proficiency

- Contemsys Software (Grill -4)
- Knowledge of MS Office like Word, Excel, Power point, Access
- Accounting Packages like Tally ERP 9
- Done 250 hrs. Compulsory computer training conducted by ICAI.
- Computer Training course by ICWAI, ICSI

Languages Known

- English, Hindi, Nepali, Bengali, Maithli & Bhojpuri.

Place: Kolkata

Date: 12.10.2022

(Yugal Keshor Chaudhary)