

## CURRICULAM VITAE

### **ANIRUDDHA KHATUA**

Present Address :

Vill – Udayan, P.O. – Unsani, P. S. – Jagacha, Dist – Howrah,

Pin – 711302, West Bengal, India.

**Mobile : 9681391640**

E-Mail : [buppakhatua@gmail.com](mailto:buppakhatua@gmail.com)/aniruddhakhatua@yahoo.com

---

Objective :

- ❖ *To improve working skills and meet the demands of the organization with hard work and endurance. I would like to see myself successfully placed in an organization of established repute.*

Academic Qualification :

- Have passed B.Com. (Honours) in Accountancy under University Of Calcutta in the year 2009 with 50% Marks.
- Have passed Higher Secondary under W.B.C.H.S.E. in the year 2006 with 60% Marks.
- Have passed Madhyamik under W.B.B.S.E. in the year 2004 with 53% Marks.

Computer Proficiency :

- Have done Diploma in Financial Accounting (Tally ERP Version 9).
- Deep knowledge in advance Excel for preparation of MIS Report.

Core Competences :

- Dynamic in teamwork.
- Self Motivated& Hard Working.

Work Experience :

1. Presently working in **Dewars Garage Limited** as a **Accounts Manager** from May 2023 to Present Date.
2. Previously working in **Mangalam Organics Limited** as a **Accountant** from September 2020 to 14<sup>th</sup> April 2023
3. Previously working in **Austin Distributors Pvt. Ltd...** as a **Senior Accountant** from December 2018 to September 2020.
4. Previously worked in **Mohan Motor Dealers Pvt. Ltd.** as an **Assistant Accountant** from October, 2017 to December 2018.
5. Previously worked in **Bhandari Automobile Pvt. Ltd.** as an **Accounts Executive** from June 2014 to October 2017.

**Present Job Responsibility:**

- **Maintaining Daily transactions in ERP System, Maintaining sales & Purchase Entry, Data matching with other location.**
  - Maintaining stock regarding Sales & Purchase, GST billing & entries, Sending Reminders about payments receivable from different parties.
  - **Working out all the details of GST return (GSTR1,3B) in MS Excel for E-Filing also.**
  - **Calculate TDS for every month and arrange Challan & for payments & return filling through saral software quarterly.**
  - Maintaining Sales & Purchase details for the whole month according to Different States in the end of every month, Sending All the Details regarding stock inward & outward to the Bank regarding our Cash Credit A/c.
  - Sending stocks details, price lists and promotions to our Sales Director at the end of week, Reconcile Bank statements at the end of every month.
  - Branch & Division Reconcile, Vat File Preparation, IT File Preparation, Generate E-Dematerialized Way Bills for respective purchases outside the state through Internet.
  - Payment of Advance Income Tax and also Assessment Tax & Self Assessment Tax through Internet as per payment order of Income Tax Department.
  - At the time of Auditing take all the Notes from our CA and clear out all the details regarding those notes & Finalized Balance Sheet.
  - All type of statutory & taxation payment through online.
- 

*Personal Details :*

Father's Name : Mr. Paresh Chandra Khatua  
Date of Birth : 21.01.1987  
Sex : Male  
Category : General  
Permanent Address : Vill – Udayan, P.O. – Unsani, P.S. – Jagacha, Dist. – Howrah,  
Pin – 711302, West Bengal.  
Nationality : Indian  
Languages Known : Bengali, Hindi & English.

Date : 13.03.2024

Place : Howrah. West Bengal.

.....  
(**Aniruddha Khatua**)

