

Chandan Prasad
709/B, S.K.Nagar, Rishra,
Hooghly, West Bengal – 712249

Mobile: +91 - 9051883815
E-Mail: chandanprasad9062@gmail.com

CAREER OBJECTIVE:

I want to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

BRIEF PROFILE:

- Experience in Statutory audits of private companies and Banks & Finalization of Books of Accounts.
- Significant Exposure in Statutory Audit, Internal Audit, Stock Audit and Tax Audit during job and article ship.
- Having Knowledge of ITR, TDS return utilities, M.S.office and advance excel such as Vlookup, Hlookup & Pivot table etc.
- Excellent in fast learning and give the result according to the requirement.

WORK EXPERIENCE:

- Kredent Capital Pvt. Ltd., Kolkata (Since Feb'2021 – Present)
As a Senior Account Executive at Kredent Capital Pvt. Ltd.:
 - Drafting and Finalization of Balance Sheet of Companies, LLPs, Individuals and HUFs.
 - Filing of Income Tax Returns & Tax Audit Returns of companies and other entities.
 - Compliance of Advance Tax and other Tax related requirements.
 - Reconciliation of client ledger with Broker Ledger.
- Komandoor & Co., Chartered Accountants, Kolkata (April'2019 – Jan'2021)
As a Senior Audit Assistant at M/s. Komandoor & Co.:
 - Performed Internal Audit of Big Bazar of various Location Kolkata, Sealdah, Guwahati & Silchar (Planning, Execution and Completion).
 - Performed Stock Audit of UCO Bank's Borrowers (Plant Visit, Checking of Stock Register, License and other documents, Checking validity of Mortgage Documents, CC & OD Limit Checking and other various activities).
 - Performed Audit and finalization of Accounts of Clients and Drafting of Balance Sheet.
- India IVF Hospital Pvt. Ltd., Kolkata (Dec' 2016 – Mar'2019)
As a Accounts Executive at M/s. India IVF Hospital Pvt. Ltd.:
 - Accounts related works such as due, payable, receivable and other adjustments entries.
 - Reconciliation of Bank Statement, Creditor and Debtors' ledger.
 - Preparation and filing of TDS Return sheet and other MIS information details

ARTICLESHIP EXPERIENCE:

- M/s. Jainsarawgee & co. Chartered Accountants, Kolkata (Feb'2011 – Feb'2014)
Brief details of my Articleship work experiences is as below:
 - Tax Audits, Government Audits, Charitable Trust, Society Audits and Project Financing
 - Compliance with Laws and regulations, e.g. Accounting & Auditing Standards and Tax Laws.
 - Vouching & Verifications of account balances and Class of transactions and Ledger scrutiny.
 - Conducting Physical Verification of Stock, Fixed Assets and Cash.
 - Statutory Audit, Con-current Audit, Revenue Audit of SBI, Allahabad Bank, UBI.

Chandan Prasad

709/B, S.K.Nagar, Rishra,
Hooghly, West Bengal – 712249

Mobile: +91 - 9051883815

E-Mail: chandanprasad9062@gmail.com

- Preparation of Audit Report with proper documentation.

EDUCATIONAL QUALIFICATIONS:

Exam	Name of Institution	Year of Passing	Percentage
CA Inter	ICAI	2012	54.59%
B.Com(H)	Calcutta University	2011	60.00%
XII	W.B.C.H.S.E	2008	63.40%
X	W.B.B.S.E	2006	58.75%

STRENGTHS:

- Fast Learning of new things and accordingly deliveries of various task on the basis of new learning.
- Problem-solving skills, Adaptive, Able to prioritize tasks and capable to face high stress and unexpected situations which are needed at the workplace the most.
- Zeal to learn new things which can contribute to the productivity and profitability of the organization.
- Good at maintaining cordial relationships with internal teams.

PERSONAL DETAILS:

Father's Name: Mr. Rajendra Prasad

Mother's Name: Mrs. Savitri Devi

Date of Birth: 4th March, 1991

Marital Status: Married

Languages Known: Hindi, Bengali & English.

Hobbies: Playing Chess, listening songs.

DECLARATION:

All the information shared in the resume is correct, and I take full responsibility for its correctness

Date: 05th Feb, 2021

Chandan Prasad