

Resume of Susanto Majumdar:

# Susanto Majumdar

Phone Number : 6289246298/8420035655

Email : [susanto201819@gmail.com](mailto:susanto201819@gmail.com)

Date of Birth : 07/08/1982

Sex : Male

Address : Vill- Bally Ghosh Para (Vivek pally ) PO-Ghosh Para, Dist-Howrah,Pin-711227 (West Bengal)

## Education Details :

B.com( Hons) in commerce from Calcutta University 2003

**Bachelor of Laws or Bachelor of Legislative Laws (LLB)**  
from North Orissa University in 2010

(Member: Bar Council of West Bengal) as an Advocate

## Professional Details :

\*\* Manufacturing/Retail/Service/Real state

\*\* Accounts-Finance & TAXATION

\*\* Commercial Executive /Manager/SR. Accountant

15 Year +

## Employment Details :

**Delta Plus (India) Pvt. Ltd. – 100% Export Oriented Company**

(Safety Shoes Manufacturing Co.)

Regd .Office : EN 34 , 6<sup>th</sup> & 7<sup>th</sup> Floors, Salt Lake City , Sector -V , Kolkata- 700091

Job Tenure : From 14<sup>th</sup> May 2014 to till date

**Present Salary drawn: Rs. 41,513/-**

Job Responsibility :

- \*\* Handling all kinds of Books and Register, Tally Prime Edit Log (Latest Version)
- \*\* Cash Book, General Ledger, Journal, Purchase Register, Sale Register etc.
- \*\* Accounting Work's- Trial Balance, B.R.S. and Final Accounts up to Balance Sheet (FINALIZE OF ACCOUNTS)
- \*\* Banking operation i.e. RTGS, NEFT, Online fund transfer & e payment

Indirect Taxation :

A) GST :

- \*\* Accounts & Records to Maintained Under GST-Stock Register, Input tax credit availed, Output tax payable and paid, such other particulars as be prescribed.
- \*\* Return Submission-GSTR1, GSTR3B Upload and Submit all return using secure data network.
- \*\* Inputs Tax Credit Reconciliation-Match GSTR2A and GSTR2B with GSTR-3B to Minimize differences to maximize set of
- \*\* Vender Tax Credit Reconciliation-Identify track and communicate on vender wise input tax disallowances.
- \*\* Tax Ledger-Maintain, review, reconcile tax ledger
- \*\* Reconciliation of GSTR-1 & 3B and 8A with GSTR 9 & 9C.
- \*\* Upload GSTR-9 and 9C yearly
- \*\* HSN/SAC code-Co-ordination with Purchases.
- \*\* Way Bill (Part- 1 & Part -2) if required.
- \*\* Preparation of various reports & summery for Management Information Systems [MIS] i.e.

Rectification and liaisoning in respect of Old GST/Income Tax Assessment cases ( Appeal / Revision/ Tribunal Cases) :

1. Rectification and revision of returns in respect of old tax cases pending of against the company.
2. Clearance of dues, tax and interests.
3. Liaisoning and clearance of tax defaults from tax office Liaisoning and handling of audits from tax departments.

### Direct Tax Related Works

- Preparation of TDS online
- Reconciliation of taxes dues and paid
- Submission of taxes monthly, quarterly and annual basis after assessment of books after approval of CFO
- Up-dation of deduction and payment records in software
- Calculation of employee taxes
- Maintenance of papers related to employee taxes and appraise employee of their monthly tax deductions and exemptions

Appraise employees and account department of ways and means of tax savings generation of TDS certificates (Form 16 & 16A) and handing over to vendors as well as keeping a proper record of handovers

### INCOME TAX :

\*\* Computation (Individual & company) Advance Tax calculation & Challans preparation (Individual & company)

\*\* E Return submission (Individual & company) ASSESSMENT YEAR WISE

Calculation of Contribution Submission of Return & Challan E PAYMENT

### Profession Tax :

Enrolment & Registration Tax calculation & Challans preparation E PAYMENT E Return submission  
ASSESSMENT YEAR WISE APPEAL

### Strengths :

- \*\* Punctual, hardworking and co-operative with all team members
- \*\* Ability to work successfully in adverse environments.
- \*\* Proficient ability to work in a team or individual and possesses leadership qualities

Location Prefer : Kolkata

Objective (Target Job) : Better Position Good Salary & Good Company

Desired Job Type : Permanent

Expected Salary : 45,000/- + Per Month/ Negotiable

Notice Period : 30 Days

Family Background : Father: Late, Mother: Housewife, Wife: Housewife,

Declaration :

I hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Thanks & Regards,

Susanto Majumder

Mob : 6289246298 /842003565

Date : 07.03.2024

Place : Howrah