****

**SOURAV ROY**

449, DAKSHIN PARA, RISHRA,

MOREPUKUR, HOOGHLY-712250

Contact: (M) +91 8777679560

Email: **roysourav538@gmail.com**

# OBJECTIVE

My Objective is to complete my job by prioritizing time management & bring innovation in my work for ultimate job satisfaction & subsequent company’s benefit.

# EXPERIENCE

* **PRESENT EXPERIENCE**

**Kapoor Mehrotra & Associates (From 1st November, 2014 to till date)**

**Designation: Accounts Assistant**

# Assignments Done:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statutory Audit** |  | **Major Clients:**   * Natural Group (The Real Realtors) * Rajpuria Group * Salt lake Projects Pvt Ltd. * Gupta Trading Co. Pvt Ltd. * B.S. Industrial Equipments Pvt Ltd. * Arun Distributors Co. Pvt Ltd. * Nissan Developers & Properties Pvt Ltd. |  | **Exposures:**   * Preparation of Audit Reports and verification of compliance with Accounting Standards and Schedule III of Companies Act. * Income Tax Return Filing. * Prepared Balance Sheet, Profit & Loss A/C, Auditor Report, Director Report. |
| **Accounts** |  | * Home Companies * L.S.Davar & Co. * Gas & Cook (Prop. Pranab Samaddar) |  | * Bank Entry, Cash Entry, Journal, Purchase & Sales Entry, Others Accounting works [**GST related works**] etc. * Some works on “MS-Word & Excel “. |
| **ROC Compliances Work** |  | * All Above Companies |  | * Filing of Forms - AOC-1, AOC-4, MGT-7, MGT-9, MGT-14. |

* **PAST EXPERIENCE**

**PRIYA INTERNATIONAL CO. PVT. LTD. (From 1st July, 2013 to 30 September, 2014)**

**Designation: Scanning Operator**

# Job Responsibility:

Scanning of the AIRCEL Co.’s caf & documents.

**PRESENT SALARY**

* Amount Rs. 1, 56,000/- P.A.

**EDUCATIONAL QUALIFICATIONS**

* B.Com (H) from Calcutta University with 2nd Division in the year 2012
* Class XII from W.B.C.H.S.E with 1st Division in the year 2009
* Class X from W.B.B.S.E with 2nd Division in the year 2007

**TECHNICAL QUALIFICATIONS**

* **CIA+ (Certified Industrial Accountant)** course from **ICA** (Dalhousie Branch in Kolkata) in the year 2013 [Course: MS-Office (Word, Excel, PowerPoint), Tally.ERP9 & Internet].
* **GST Professional** course from **Aptech Computer Education** in the year 2019.

**PERSONAL DETAILS**

**Permanent Address :** 449, Dakshinpara, Rishra, Morepukur, Hooghly-712250

**Permanent Contact (M) No.** : +91 8777679560

**Permanent Email ID** : roysourav538@gmail.com

**Date of Birth** : 10th July of 1990

**Nationality** : Indian

**Religion** : Hindu

**Sex** : Male

**Marital Status** : Unmarried

**Languages** : Bengali, English & Hindi

**Physically Strong** : Yes

**Interest & Hobbies** : Movies, Music, Playing & Travelling.

**Disclaimer:** I hereby affirm that the information in this document is true, complete and correct to the best of my knowledge and belief.

**Signature:**

**Date:**