

MR. SANU DAS

CMA, B.com(H),

Phone no: 9830146484

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Career Objective – Qualified Cost Accountant with more than 2 years of experience in manufacturing and construction businesses. Looking forward to great opportunities in career to grow at both personal and professional level.

Work Experience:

➤ **Emisco Bake Pvt Ltd. (July'24 onwards – current organization)**

- Understanding of manufacturing processes of FMCG products, suggesting improvement initiatives for cost control and working for implementation of process costing in the organization.
- Tax planning and tax management.
- Reconciliation of payables and receivables.
- Reconciliation of TDS and TCS from Income Tax portal.
- Inhouse implementation of monthly GST reconciliation through GST portal. Previously it was done through consultants.
- Cash handling, petty cash maintenance, timely salary payment and implementation of cash to accrual basis of accounting.

➤ **Supravina (June'22 –December'23)**

- Inventory Accounting and ensuring proper stock levels by taking note of lead time and reorder quantity.
- Purchase of stock, stock accounting as per IND AS 2, negotiation with vendors and compliances.
- Maintaining Cash book with site admin and petty cash handling.
- Accounting for daily cash and bank transactions and Bank Reconciliation statement preparation.
- Cost Centre accounting, cost allocation activities and ensuring accurate project profitability.
- Handling of labor payments, multiple vendor payments and TDS accounting – 194 C/ 194 J/ 194 I/194 H.
- Making GST payments through challan, Trade license and professional tax payment.
- Reconciliation of GSTR 2A with vendors and claiming Input Tax Credit
- Preparation of Purchase orders, Accounting for sales and purchases in Tally.
- Preparation of Attendance Sheet & Salary Sheet, Overtime Payment, Night Duty payments, Salary Slips.
- Generation of E-Invoices & E-Way Bills

➤ **Chatterjee Gazi & Association. (Feb'22 – Apr'22)**

- Vouching of invoices, bills, and internal audit of Fairdeal Gas Company.
- Filing of GSTR return – GSTR 1, GSTR 3b.
- Reconciliation of GSTR 2A with vendors and claiming Input Tax Credit
- Filing of Income Tax Return – ITR 1/2/3/5/6.
- Ensuring proper accounting entries are made in Tally and overview.

➤ **SR Traders. (April'19 – March'20)**

- Regular Vendor payments.
- Monthly GST Reconciliation.
- Bank reconciliation Statement on daily basis
- Purchase and Sale entries along with other ledgers.
- Online Tender Bidding

➤ **A K Chakraborty & Co. (Sep'16 – Mar'17)**

- Handling of thrift fund, Gratuity fund.
- Preparation of Bank Reconciliation Statement.
- Filing of ITR 1.

ACADEMICS CREDENTIALS

QUALIFICATION	SCHOOL/UNIVERSITY	BOARD	PERCENTAGE (%)
CMA Final	ICAI (CMA)	Institute of Cost Accountants of India	55.50
CMA Intermediate	ICAI (CMA)	Institute of Cost Accountants of India	53.00
B.com(H)	Anandamohan College	University of Calcutta	51.55
Class 12	N D High School	West Bengal Board	57.20
Class 10	N D High School	West Bengal Board	54.62

PERSONAL DETAILS:

Address: 6,A Atal Behari Bose Lane Kolkata- 700011

Date of Birth: 20/06/1992

Father's Name: Samar Das

Nationality: Indian

Gender: Male

Languages – English, Hindi, and Bengali

Declaration:

I hereby declare that above information is true to best of my knowledge. I can provide supporting documents as and when required.