**SWETA MITRA (CA – Inter)**

**Mobile No:** 9748288362

**Mail:** sweta\_hazra@yahoo.co.in, runimitra480@gmail.com

**PROFESSIONAL PROFILE**

**11 years’ of** experience in Finance and Accounts, Statutory Compliance in well-known Organization, interested in the field of Accounts and Finance.

Exposure to finalization of accounts, pre audit checking, timely making statutory payments and returns.

**Sarala Development & Microfinance Private Limited (Non-deposit taking NBFC) From November’09**

**Manager Accounts**

* Data analysis and support to the Funders.
* Team Management
* Experience in handling Big4 auditor
* Preparation of monthly MIS of Sarala and it’s Sister Concerns.
* Pre audit checking
* Preparation of Annual financials of Sarala and it’s Sister Concerns.
* Formulation of Yearly Financial Budget of the Company and do it’s variance analysis.
* Accountable for timely deposit of the various statutory payments like TDS, Advance Tax, GST.
* Responsible for submission of various Statutory Returns like TDS Return, GST Return, Income Tax Return.
* Attend the hearing before the Assessing Officers relating to Income Tax Issues.
* Attend the hearing before the Service Tax Authorities relating to Service Tax Issues.
* Supervise the controlling of medicine stock of Sarala Healthcare Pvt.Ltd., a Sister Concern of Sarala involving Healthcare Services.
* Attend the Board Meeting for presentation of the Accounts & Financial Budget.
* Formulation of Internal Financial Control Policy for the Company.
* Managing the submission of various statutory forms to ROC.
* Drafting Notices and Minutes of Board Meeting and General Meeting.

**S. Ghosh & Co. February’06 – February’09**

**Article Assistant**

* Gain experience of Internal Audit in companies like Garden Reach Ship Builders and Engineers Ltd.(SAP environment), Western Coal Field, SELVEL Advertising Pvt. Ltd., Standard Tea Processing.
* Statutory & Tax Audit in various companies like Gulf Oil Corporation Ltd., Hindustan Udyog Ltd., Central Bank of India (Andheri Branch, Mumbai), BRPL, Bank of Saurastra (branch), NICL Investment Deptt., Bush Tea Co. Pvt. Ltd., Indian Press Pvt. Ltd.

 Through special job assignments including:

* Checking of Material Reconciliation Statement of Garden Reach Ship Builders and Engineers Ltd.
* Physical verification of stock Woodlands Hospital.
* Limited Review of Gulf Oil Corporation Ltd. and Indian Press Pvt. Ltd.
* Tax Audit of Bush Tea Co. Pvt. Ltd.

Audit of Purchase Department - Scrutiny of Quotations, Preparations of Comparative Statements based on the various quotations and subsequent analysis

* Audit of Stores - Checking of Materials Requisition Note, Receipt & Issue Vouchers, Bin Card, History Card.
* Statutory Requirements - Proper Deduction & Timely Deposit of TDS, Service Tax, PF.

**Achievement:**

* Timely compliance of all Statutory Dues.
* Controlling expenditure
* Detecting embezzlement of cash
* Detecting banking fraud

**IT TRAINING**

* Completed Certified Computer Training from Central Training Institute, Dasnagar - Howrah
* Completed 250 hrs. Compulsory Computer Training from I.C.A.I

**IT KNOWLEDGE**

* MS Office (Word, Excel, Power Point)
* Tally ERP 9

**PROFESSIONAL & ACADEMIC QUALIFICATION**

* CA PE II (Inter) – Nov 2005
* B.Com(H)-Calcutta University with 54% marks
* Higher Secondary from Howrah Girls College with 64% marks.
* Madhyamik from Surendra Nath Girls High School with 71% marks.

**PERSONAL DOSSIER**

Date of Birth : 26thSeptember 1980

Languages Known : Bengali, English, Hindi.

Address : 40, Brojonath Lahiri Lane

 Howrah – 711104

 West Bengal

Date:

Place: Howrah