**Ritesh Kumar Shaw**

Holding No:-248, New Mahesh

Binod Behari Ghosh Road

Near:-Kanta Pool

Serampore, Mallickpara

Dist: - Hooghly

State:-West Bengal Contact no: +91 6291469366 Pin:-712203 Email Id : r.shawhalmira@gmail.com

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| **Career Objective** |

To give outstanding performance in a growth oriented organization to gain expertise in the field of Audit Accounts and direct taxation which gives me job recognition and upward mobility.

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| **Academic Qualification** |

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| **Examination** | **Institute** | **Year** | **Remarks** |
| CA-IPCC (Group II) | ICAI | Nov.2012 | 54.67% |
| CA-IPCC (Group I) | ICAI | May2011 | 50.00% |
| CA-CPT | ICAI | June 2010 | 50.00% |
| B.com (Hons) | Calcutta University | 2009 | 55.00% |
| Class XII | W.B.C.H.S.E | 2006 | 59.00% |
| Class X | W.B.B.S.E | 2003 | 53.25% |

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| **Work Experience** |

* **Cosmic Ferro Alloys Ltd.** From August 2009 – January 2010

 As a Junior Accountant – Data Entry & Bank Reconciliation Statement

* **Articleship**
1. Thakur Vaidyanath Aiyar & Co. from March, 2012 – Feb, 2015
2. Abhijit Dutt & Associates. from March, 2015 – May, 2015
* **Audit Staff**

 Pandey & Associates From July 2015 - Feb.2016

* **AKJ & Engineering Co. Pvt. Ltd.** From June 2016 TO JUNE 2017

Account Staff - TDS, Sales Tax, Service Tax, BRS, Finalization of Accounts

* **Halmira Tea Estate Private Limited** From July 2017 to 30th September 2019

 **Asst. Manager (Accounts) :**

 i) Prepare GST Data for GSTR1 & GSTR 3B

 ii) Prepare Budgeted Cash Flow & CMA Data for Cash Credit for CC Renewal Proposal

 iii) Prepare Data for Gratuity Valuation

 iv) Finalization of Accounts

 v) Visit Garden for Internal Audit Purpose

 vi) Prepare Stock & Book Debt Statement

 vii) File ITR-6 & tax Audit within Due Date

 viii) Prepare AR and AP reconcile statement

 ix) Review in Internal Control both in H.O. & Garden

 x) Review of cost incurred in garden and follow up to control the same

 xi) Prepare month wise actual cash flow statement

* **The North Western Cachar Tea Co. Ltd.** From 1st October 2019 to 21st May 2022

 **Senior Accountant :**

 i) Checking of GSTR 1 & GSTR3B Data

 ii) Prepare Budgeted Cash Flow & Provisional Profit & Loss A/c & Balance Sheet

 iii) Prepare Data for Gratuity Valuation

 iv) Finalization of Accounts

 v) Visit Garden for Internal Audit Purpose

 vi) File ITR-6 & tax Audit within Due Date

 vii) Prepare AR and AP reconcile statement

 viii) Review in Internal Control both in H.O. & Garden

 ix) Review of cost incurred in garden and follow up to control the same

 x) Prepare month wise actual cash flow statement

* **The Scocttish Assam (India) Limited** From 23rd May 2022 to till date

 **Commercial Manager (Accounts):**

 i) Checking of GSTR 1 & GSTR3B Data

 ii) Prepare Budgeted Cash Flow & Provisional Profit & Loss A/c & Balance Sheet

 iii) Prepare Quarterly and Yearly Finalization of Accounts

 iv) File ITR-6 & tax Audit within Due Date

 v) Prepare AR and AP reconcile statement

 vi) Review in Internal Control both in H.O. & Garden

 vii) Review of cost incurred in garden and follow up to control the same

 viii) Prepare month wise actual cash flow statement

 ix) File Agricultural Income Tax Return within due date

 x) Review of overdue Debtors with sales team for collection

 **Purchase:**

i) Purchase of imported & indigenous raw materials as per production plan

ii) Monitoring purchase of packing materials & stores

iii) Vendor re-negotiation & introduction of new vendors with better pricing

iv) Prepare comparative Sheet of quotation

 **Major Clients Served during Articleship:-**

**Internal Audit –** Amway India Enterprises Pvt.Ltd. National Highway Authority of India. Hitachi Home & Life Solutions (India) Ltd.

**Statutory/Tax Audit –** Sarda Mines Pvt. Ltd. The Leprosy Mission Trust of India, Usha International Ltd., Ajit India Pvt. Ltd., Federation of Indian Export Organizations(FIEO).

**Stock Audit –** Hamilton Houseware Pvt. Ltd.

 **Miscellaneous:-**

* ABC Audit of Prabhat Khabar [Hindi Daily] (Ranchi, HO, Units of Kolkata, Dhanbad, Jamshedpur & Deoghar)
* Karmasansthan [Fortnightly]

**Computer Proficiency**

* Proficient in business application software viz. MS-Office including MS-Word, MS-Excel.
* Financial Package Tally 9 & Tally ERP, SAP, Grill4 & Internet Application
* Completed the 100 Hours Computer Course Training prescribed by the Institute of Chartered Accountants of India

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| **Extra-Curricular Activities & Achievements** |

* Organized and actively participated in various cultural & social welfare activities.
* Actively participated in cricket tournaments.

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| **Personal Details** |

* Date of Birth: 16-04-1986
* Languages known: English & Hindi
* Father’s Name: Sri Ghanshyam Shaw
* Hobbies: Playing cricket, Listening Music

**Declaration: -** I solemnly declare and confirm that the information furnished above is true to the best of my knowledge and belief.

**Date:**  Ritesh Kumar Shaw

**Place:** Kolkata (Signature)