



Sujan Debnath
B.Com

East Shibnagar
Kalitala, Agartala

Tripura (W) - 799004

Cell No: +917085051971
+919856497109

Email: Sujan_dsl@rediffmail.com
debnathsujan012@gmail.com

Objective: Seeking a Challenging Position to utilize my Skills & abilities in accounting background with a high growth oriented organization.

Professional Synopsis/ Key Result Areas/Responsibilities

I have been involved with following assignments in this organization: -

- ⇒ 10.8 years' experience as Accounts Officer in manufacturing industry.
- ⇒ Rich experiences in the regular day to day Reconciliation of Depot. & Units inclusive of Physical Verifications
- ⇒ Reporting to the Corporate Head-Accounts & Unit Head.
- ⇒ Regular Maintain Hundi Details/Reco & Advice to Corporate for payment of Hundi on due time.
- ⇒ Monthly Reconcile of Service Tax (GTA) & Cenvat Credit Receivable Service Tax.
- ⇒ To made the Monthly **TDS** details & **W.C.T** details.
- ⇒ To made monthly Bank Stock/Inventory & Inventory Extract for Sent to Corporate.
- ⇒ To made all necessary Audit Details which was required for Internal Audit as per Quarterly basis like (Advertisement & Publicity / Bills Payable / Business Promotion / Commission on Sales / Directors Remuneration- Salary , Commission, LTC / Purchase Utilities – Electricity , Water Ch. / EPF, EPS, ESIC Details / Professional Tax/ Service Tax Payable (GTA) / Cenvat Credit Receivable Service Tax / Taxes Payable – VAT , CST , Turnover Tax / Expenses Payable / Insurance / Prepaid Insurance / Lease Rent / Rent / Legal & Professional Exp. / Rates & taxes / Misc. Income / Watch & Ward – Security Ch. / Security Deposit / Cash In Hand & Bank / Salary & Wages Payable / Telephone Exp.(including Mobile Re-imburement) / Addition In Fixed Assets / Travelling Staff - Fare , Conveyance , Boarding & Lodging , Others. / TDS – Advertises , Commission or Brokerage , Contractors or Sub Contractors , Interest , Legal & Professionals , Rent & WCT. / Entertainment Exp. / Guest House Exp. Separately (Fooding Cost & Misc. Exp.) / Employee Details Separately (Loan against Salary & Advance to Employee- Imprest a/c.
- ⇒ Regular Checking all Incoming & Outgoing Transporters Bills as per agreement & Feeding the Vouchers in IMIS / ORACLE - ERP based after Raise Dr. or Cr. Note Delay if any.(Monthly Basis)
- ⇒ By Outgoing TPT'S bills made are Freight related vouchers i.e.(Freight ch. Of finished goods)
- ⇒ To made the **Store Purchase Expenses Voucher (SPX)** by Incoming TPT'S bill which is not added to Freight Exp. In this Case Freight Exp. Are directly **Allocated** in Item Proportionately & increase the Item Value by putting the Appropriate **GRN NO.**

related to same Item which was lying by Transporters in earlier from supplier & made the **GRN** against material received in Store thereafter Transporters raise the Incoming Freight Bill which was mentioned in **GRN**.

- ⇒ Feeding of related all Bank Vouchers in **IMIS/ORACLE-ERP BASED**.
- ⇒ Monthly Checking Salary & Wages Sheet.
- ⇒ Checking of Traveling Bills as per CO's Policies in the time of voucher feeding.
- ⇒ To made Royalty on Sales monthly basis after ensure the deducted amount of Excise Duty; freight & expenses related to Sale tax.

□ Regularly Checking all Kind of Local & Central Purchase Invoice with GRN/ PO/INDENT & than Pass it for Payment after Calculation & feeding of Voucher by maintained following Procedure:-

In Case Material Purchase from Outside of State:

- ⇒ To ensure the physical quantity received from suppliers as per the quantity mentioned in Invoice/challan.
- ⇒ To ensure that the quantity checked & duly signed as well as sealed by the security personnel.
- ⇒ To ensure that the permit of such bill is completed or to be informed to the provide the permit from Sales Tax Deptt.
- ⇒ To ensure that the Purchase Order is matched with the invoice cum challan regarding the quantity as well as value.
- ⇒ To ensure that the rate matched with MTN (Material Transit Note) in case of material sent through Head Office.
- ⇒ To ensure that the actual date mentioned for the bill received from the QC Deptt. & also the date of receiving bill from Store Deptt.
- ⇒ To ensure that the authorized signature with the seal mentioned in Bill at the time of receiving.
- ⇒ To record the time gap between the date of receiving bill from store dep't. and handover to Accounts Deptt.

In Case Material Purchase from within the State:

- ⇒ To ensure the physical quantity received from suppliers as per the quantity mentioned in Invoice/challan.
 - ⇒ To ensure that the quantity checked & duly signed as well as sealed by the security personnel.
 - ⇒ To ensure that the Indent is already prepared Signed & Approved as per concerned authority or Unit Head.
 - ⇒ To ensure that the P.O. is given to Supplier after approved the rate of quotation.
 - ⇒ To ensure that the Purchase Order is matched with the invoice cum challan regarding the quantity as well as value.
 - ⇒ To ensure that the actual date mentioned for the bill received from the QC Deptt. & also the date of receiving bill from Store Deptt.
 - ⇒ To ensure that the authorized signature with the seal mentioned in Bill at the time of receiving.
 - ⇒ To record the time gap between the date of receiving bill from store dep't. and handover to Accounts Deptt.
 - ⇒ To ensure that the bills are to be clearly mentioned the purpose of maintenance works with work orders. (In Case Purchase of General items, i.e.- Stationary, machinery spares, electrical goods, Pantry items, Vehicle & Generator maintenance and Others)
- To be checked & scrutiny **Goods Received Note** which was made by stores dept.
Cash GRN in case of cash purchases through imprest of Employees **GRN** in case of credit purchases directly from suppliers.

In the checking time of GRN to also ensure that:

- ⇒ The Indent is already prepared, Signed & Approved as per concerned authority or Unit Head.

- ⇒ The P.O. is given to Supplier after approved the rate of quotation.
- ⇒ The Purchase Order is matched with the invoice cum challan regarding the quantity as well as value.
- ⇒ All the relevant documents are attached with the bill.
- ⇒ The approval or sanctioned memo is lying with our department as per Delegation of authorities.
- ⇒ Checking the amount & approval rate with the bill.
- ⇒ The items are mentioned in GRN as capital goods or General & Miscellaneous goods.
- ⇒ To ensure that the **GRN** are duly signed & approved by concerned authorities
- ⇒ Then the voucher feeded in **IMIS** for Store Purchase Voucher (SPV) against GRN Ref. No. & Credit the Supplier A/c.

And then take the next step for payment by maintained following

Procedure:

- ⇒ Payment advice is to prepare on weekly basis for the suppliers as per their credit days mentioned on P.O. which is to be sent to H.O. for issuing cheques at their end.
- ⇒ Payment to be made in case of electricity bill, telephone bill after scrutiny of bills in respect of period, rate per unit, unit consumptions duly approved by Unit Head & prior intimation to H.O.
- ⇒ Payment to the local suppliers for general item purchases & other traveling or courier charges as per the authorization of Unit Head after passed the bill with checking of traveling rules & supporting.
- ⇒ Payment for Rent after passing the provisional entry on monthly basis & **TDS** deducted as applicable.
- ⇒ Daily checking all type of vouchers have to be checked by manual voucher prepared as well as computer feeded voucher & comments, if any which are to be kept in file named 'daily check list file'.
- ⇒ Along with the manual voucher prepared, supporting should be attached & feeded in proper head of a/c with tally of amounts.

We have no local Sale but following procedure maintained in the time of Scrape

Sale of Wastage packing materials:

- ⇒ Check the gate pass duly signed by Security personnel about the quantity as well as name of party to whom goods sold.
- ⇒ Check the challan issued by store department & duly approved by Unit Head as well as Sores-in-charge.
- ⇒ Charge the sales tax amount as per applicable on the proforma Invoices.
- ⇒ Received the amount mentioned in challan or invoice.

I have also take / checked & maintained the below mentioned matters:

- ⇒ Check the amount of bills properly.
- ⇒ Attach with the approval as per Delegation of Authority.
- ⇒ Amount paid as loans/advances forms to be duly signed by the applicant as well as H.O.D & Unit Head.
- ⇒ Imprest paid to the employees should be duly signed by Unit head & F&A Head with the clearly mentioned of previous balance amount & purpose.
- ⇒ Interest to be charged on monthly basis against the loans given to the employees as per company policy, which is to be deducted from salary & wages per month.
- ⇒ Also maintained various types of Misc. bills related to Cheque/Cash/Direct Payment & feeding the voucher for payment like as (Staffwealfare Exp./Misc.Exp./Advance to Employee & them adjust by feeding of employee expenses statement & voucher after receiving of bills against advance to Imprest a/c / Loan advance /Postage & Courier Purpose / Employee Re-imbusement Voucher / R&M – PM , Building , Vehicle , F.F , House Keeping , Computer, AC, Generator / Purchase Utilities-Electricity Charges, Water Ch. / Rent / lease Rent / Service Tax (GTA) / Hundi Payment / Telephone Exp./ Advance to Supplier / Misc. Sale Invoice & Payment Received Voucher against Misc. Sale / Cash Discount or Debit Note Vouchers against Early Payment or Advance to Supplier / Entertainment Exp- On behalf of

Guest / Staff Welfare Exp. / EPF , EPS , ESIC , P.Tax & Vat Payment / Watch & Ward- Security Booking & Payment./ Internal Audit Fee Exp.

- ⇒ Ensure Cash Book maintained accordingly.
- ⇒ Ensure all statutory and regulatory requirements of accounts.
- ⇒ Presently also maintained **GST** Reconciliation monthly.

Organisational Background.

Presently working as an **Accounts Officer - with** renowned **D.S.Group, a Noida** based (FMCG) company since December, 1999 having an annual turn-over of over Rs.1900.00 crores and Rs.200 Crores at their Agartala but presently wef.01 Feb 2018 my posting is Delhi NCR Greater Noida for Inter Unit Transfer. This Group is engaged in manufacture of various consumer products like **Tulsi Zarda, Catch Mineral Water, Catch Spices, Rajni Gandha Pan Masala, Pass-Pass Mouth Freshener, Tulsi Mix Gutkha, Pineapple Slices, Rubber Threads, and Flexible Laminates** etc. This group is fast growing and is known for its ethics and strong value systems.

Academic Credentials

- Madhyamik from TBSE Board
- H.S (+2 stage) from TBSE Board with Commerce.
- Graduation Background with B.Com from Tripura University.

Technical Training / Proficiency

- ❖ Exposure of using **IMIS ERP** software based on **Oracle 6i & 2000i**
- ❖ Qualified computer training of **Windows, MS Office-2000 & Open Office Operating System - Linux.**
- ❖ And also I have sound knowledge by using Tally-7.2 & 9.1 software at home for maintained the accounting books of Traders.

Growth Path

17.12.07 to till now	Accounts Officer	DSL Agartala Tobacco Unit-2 (Tripura) A.D.Nagar & Delhi NCR Greater Noida, B-02, Ecotech , Extension-01, 201310, Kasma Industrial Arrea.
01.08.05 to 16.12.2007(Before)	Part time job in accounts section as Assistant Accountant.	Transport Company Maruti Carriers-Agt. Khosh Bagan

Personal Details

Permanent Address : East Shibnagar; Kalitala Near Pragati Sambad press;
Agt; Tripura (W) PIN-799004, P.O- Agt. College,
P.S- East Agartala.

Date of Birth : 1st Oct. 1984

Marital Status : Married
CTC : Rs. 3, 16,428/- P.A
Gross : Rs. 2, 86,524/- P.A
Salary Drawn : Rs. 2, 69,388/- P.A
Expected Salary : Negotiable
Time to Join : 1 Month as per notice period or minimum 10 to 15 days
Location Pref. : Agartala
Religion : Hindu
Nationality : Indian

I hereby declare that all statements made in this application are true, complete and Correct to the best of my knowledge and belief.

Date: 30/08/2018

Signature

Place:Agartala (Tripura West)

(Sujan Debnath)