

Raju Roy

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Seeking assignments in Finance & Accounts with a reputed organization

Profile Snapshot

- Result driven professional with **around 5 years** of experience in Finance & Accounts, Taxation, MIS and Auditing.
- Possess analytical skills, problem solving skills, cross functional co-ordination, interpersonal skills and sound understanding of business processes.
- Experience in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements of Companies Act.
- Skilled in improving operations, enhancing business growth & maximizing profits through the achievements in finance management, internal controls & productivity improvements.
- Excellent analytical, relationship management and communication skills with proven ability in liaising with banks, financial institutions and regulatory authorities.

Core Competencies

- Implementing systems & procedures for timely preparation of statutory books of accounts and financial statements; providing financial reports including financial information and interpretations to the management.
- Managing the complete planning and management activities for audits, ensuring completion of audits within time and cost budget; coordinating with the bankers on limits, facilities & daily settlement to commodity exchanges.
- Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations.
- Integrating financial budgets, forecasts, long term plans and quarterly revisions for individual units and for the group as a whole, set up systems to track and analyze variance.
- Supervising the preparation of MIS reports and other statements to provide feedback to top management on financial performance viz. fund management, credit control, profitability.
- Assisting in preparation of MIS reports and other statements to provide feedback to top management on financial performance on monthly basis.

Career Contour

Tax consultant & Co

Duration of the Job at the organization: 2 years

Accountabilities:

- Books off account
- Vat, CST,(Way bill, C-From) ,Income Tax
- Visiting Department(Income tax ,sales tax, Service tax)

M/S Shivam

Duration of the Job at the organization: 7 month

Accountabilities:

- Books off account
- Vat, C.ST, Income Tax
- Bank & cash voucher
- Visiting Department(Income tax ,sales tax, Service tax)

Binignity Infrastructure PVT LTD

Duration of the Job at the organization: 1 year 5 month

Accountabilities:

- Books off account
- Vat, CST,(Way bill, C-From), P.Tax
- Income Tax & Service tax
- Visiting Department(Income tax ,sales tax, Service tax)

Personal Profile:

1. a) Name (in block letter) : RAJU ROY
b) Date of Birth : 06th APR 1983
c) Sex : Male
d) Nationality : Indian
e) Religion : Hinduism
f) Category : General
g) Marital Status : Single
h) Languages Known : English, Bengali, and Hindi
2. Father's / Guardian's Name : Nikhil Roy
3. Address (Present & Permanent) : Vivekanda Nagar,
Madhyamgram, Dist. - North 24 Pgs.,
Kolkata – 700 129,
4. Contact No : 08620813335 (M), 07890238055
5. E-Mail ID : royraju700@gmail.com
6. Educational Qualification : B.COM
7. Technical Skill Application : Diploma in Computer Application.
With MS-Office, MS- Excel, Internet & Tally
8. Declaration:

I have declared that all the details mentioned are true and correct to best of my knowledge and belief.
I understand that in the event of any of the particulars of information given herein being found false or incorrect my services are liable to be terminated without any notice.

Date :
Place : Kolkata

(Signature of the Candidate)