

CURRICULUM VITAE

Chief Financial Officer

- More than one and half decade experience in accounting having Commendable experience.
- In depth knowledge of various Scrutiny of tax management for both business Houses and individual professionals.
- Ability to handle various complexities of Income Tax, ROC, TDS, GST, VAT, CST, Service Tax, Custom and Excise.
- Excellent skill in bearing professional pressure in a planned and steady pace with the help of applications of latest technological advancements, no matter how stressful the business environment is.
- Strong organizational and communication skills with an orientation to team motivation, collaboration and negotiation of changing circumstances.
- All types of financial and sales related supervision and compiling activities.
- Budgeting, overhead control, loan processing, negotiation with bankers and other financial institutions.



Lalanjee Jha

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Mr. Dineshwar Jha

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Personal profile :
Dob: 15th September, 1980
Sex: Male
Nationality: Indian

Language known:
English, Hindi,
Maithili & Bengali

Hobbies and interest :
Teaching, listening to music,
interacting with

Career Objective :

To pursue a responsible, challenging and successful accounting carrier that utilizes my knowledge at the time and opportunities for continuous learning in an organization, where I can instigate my accounting skills and knowledge to achieve organizational goals through continuous learning and self-development, while being innovative and enduring.

Professional Qualification :

- *MBA (FINANCE)
- *LLB
- *CA (Final)

Academic Qualification :

- *B.Com Account (H) With **75.50%** Marks
- *M.Com Pass

Computer Proficiency :

- Worked in totally computerized environment.
- **Basic** - MS office & Internet
- **Financial Packages** - Tally ERP 9, DMS, RG, Hotel Management Software & Hospital Management Software

WORKING EXPERIENCE :

Accountancy: -

1. Working ability in computerized environment. Able to handle by supervising day to day activity independently up to finalization and return submission. Well conversant in Tally ERP 9.
2. Supervision and control of day to day *accounting works*.
3. MIS control of fund management, bank reporting, bank reconciliation, reconciliation of account receivable and

people & actively participates in social service.

Strengths:

- > ☞ positive thinker
- > ☞ leadership quality
- > ☞ decision making
- > ☞ ability to execute a number of works simultaneously

various reports with inventory and sales packages.

Taxation:-

1. **Income Tax** - Finalization of books of account (corporate & individual), e-filing of Income Tax, Preparing tax audit report with form 3ca, 3cb, 3cd & 26AS. Documentation, Computation and various Scrutiny related works.
2. **ROC** - Supervision of AOC 4, MGT 7, MGT 5, MGT 14, DIR 12, DIR 2, DIR 8, MBP 1, ADT 1, GNL 2, PAS 3, BR, AGM, EGM, MOM, etc.
3. **Budgeting, overhead control, loan processing, negotiation with bankers and other financial institutions.**
4. **TDS payable & income tax TDS with 16 & 16a form issue**
5. **Sales Tax (VAT & CST)** - Documentation, Computation, Return filing.
6. **Central Excise & Customs** - Documentation, Computation, Return filing.
7. **Service Tax** - Documentation, Computation, Return filing.
8. **Professional Tax** - Documentation, Computation, Return filing.
9. **Provident Fund** - Documentation, Computation, Return filing.
10. **E.S.I.** - Documentation, Computation, Return filing.
11. **Luxury tax** with T.R. Form No. 7 challan & upto return.

Audit: -

1. Have working knowledge in **Bank Audit, Statutory Audit, Internal Audit, Stock Audit & Tax Audit.**
2. Coordination with internal and external auditors.

Professional Experience :

15th March, 2015, to till date

Prapti Group

- Working as the **CFO** and controlling entire group which includes manufacturing Garments/Roxton TV, retailing, distributions of FMCG (BIL/ITC/Patanjali/IFB/Cello/Perfetti/Luvit/Mother Diary), Vodafone, Retail chains, 11 companies and 12 individual files and various Scrutiny related works

Accounts:

- Finalization of Books of Accounts
- Supervising invoices & creditors analysis.
- Debtors analysis & payment schedule

Taxation

- VAT, CST, computation, online return filing, assessment
- I. Tax, TDS, ROC, Service Tax, Prof. Tax computation, online return filing, assessment
- Visiting the respective departments for, attending hearing and assessment procedure
- Handling correspondence related to direct tax, indirect

tax&other govt. Dept.

Bank

- Interest calculation and reconciliation related to Term Loan, CC/OD
- Documentation for enhancement of credit limit
- Monthly stock statement, debtors statement, monthly budget, quarterly budget as per bank CMA data
- Interaction with banks, online monitoring the fund& online payment
- Bank documentation for LC /BG issuance to party
- Bank documentation for short term loan
- Handling correspondence with bankers & other clients

Payroll

- Supervision of PF registration to return submission, Monitoring PF deduction, online payment and attending hearing.
- ESI registration to return submission, Monitoring ESI deduction, IP creation & online payment.

24th October, 2011 to 14th March, 2015

J. R. Laddha Group

- Worked as the **AVP - Accounts** and controlled entire group which includes share/mutual fund, wealth creations, Retail mobile chains, NBFC companies, Trusts, 17 companies and 24 individual files and variousScrutiny related works

30th January, 2007 to 22nd October, 2011

Karuna Management Services Pvt. Ltd. (Group of 9 companies and 14 individual files)

- Worked as **Sr. Manager Finance** in the company and handled all the statutory compliances, taxation, Budgeting, overhead control, loan processing, negotiation with bankers and financial institutions.
- online return filing , assessmentI. Tax, TDS, ROC, Service Tax, Prof. Tax computation

1st July, 2004 to 15th January, 2007:

Beeu Group (which includesHotel, Construction, Retail & Exports**)**

(Beeu Hotels Pvt. Ltd, S. A. Exports, N.Z.Holdings Pvt. Ltd, Annpeey Estates Pvt. Ltd, Central Holding Pvt. Ltd., Magnet Construction Pvt.Ltd, Magnet Fashions Pvt.Ltd, Beeu Sales & Distributions and Foot Prints) as **The Chief Accountant**

Job Profile :

- Finalization of Books of Accounts
- VAT, CST computation, Return filing and other sales tax matter & Assessment Procedure
- TDS computation, Prof. Tax Return e- filing, issuing

- certificate, Assessment
- ROC matters
- Handling correspondence with bankers, Abroad clients & Domestic clients
- Documentation for raising the Bank Fund, interactions with bankers, Financials institution and Investors
- LC Documentation & Negotiation with bank, LC acceptance, repayment, verifying charges, shortage, commission, margin money
- Export documentation, Bill of Exchange, BRC, etc.

January, 2002 to June, 2004 :

Worked as **the Account Manager** in a group company (Fast Track Suppliers Pvt. Ltd., Konark Vimcon Pvt. Ltd, Kuber Vimconn Pvt. Ltd, Sunflower Pvt.Ltd, Eurodesign And **Transfront Solutions** (an associate of TATA AIG)

- My job responsibilities included MIS control, fund management , bank reporting, accounts reconciliation, closing activities of all its branches along with reporting from branches, branch reconciliation, bank reconciliation, reconciliation of account receivable and various reports with the inventory and sales packages
- Coordination with internal and external auditors, preparations and finalization of balance sheet.
- Responsible for all statutory compliances like Income Tax, ROC, TDS, VAT, Service Tax, ESI, EPF return etc.
- Consolidation of day-to-day accounts and finalization of Books of Accounts.
- Planning and conducting of Statutory as well as internal audit of various private and public limited companies (in different manufacturing, and trading industries), partnership firms and proprietorship concerns.

Key Skills:

Handling Accounts, Tax & Finance and various Scrutiny related works.

Salary Zone:

Present Salary -
Expected Salary - Negotiable

Declaration :

I do hereby declare that above mention statement is true to the best of my knowledge & belief.

Date:

Place:

(Lalanjee Jha)

Signature