

DHARMINDRA KUMAR GOND

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Address: 72/78, K.S Path, Titagarh, Kolkata – 700119, West Bengal

ACCOUNTS PROFESSIONAL

Seeking challenging assignments in an organization of repute which provides me avenues for professional learning and makes good use of my technical skills and encourages individual growth

PROFILE:

- Dynamic & committed professional with a career spanning 13+ Years. Proven expertise in streamlining the accounting domain with focus on authenticity and accuracy in Accounts.
- Demonstrated success in establishing, streamlining, strengthening and control of accounts and finance and related work and liaison related functions.
- Demonstrated ability of handling day-to-day accounts, TDS matters, GST filling, ensure Timely realization of debtors, of the Company.
- Computerization of Accounts of Almost all types of Business Organization using “Tally.ERP-9 & Others.

CORE COMPETENCIES

Accounts Management / Financial Management / Commercial /Inventory Management

PROFESSIONAL EXPERIENCE:

BELSERI TEA CO INDIA PVT LTD

(Since Sept'2019)

Accounts Manager

- Involve in preparation of Final Accounts, Operation Review and Key Information on monthly basis.
- Recording Transactions in Daily Basis in Tally & Maintaining Books of Accounts.
- Coordination with Garden for daily basis accounts data, and get entries in the books respectively.
- Garden visit on Quarterly basis for monitoring the work efficiently.
- Inventory Audit on monthly basis (made tea, unsold tea lot wise & Stores Stocks) & reported to Directors.
- Compliance with GST (Calculation).
- Reviewed various account and handled preparation of P&L account and Balance Sheet. Corrected errors in account handling and introduce work process by which accounting tasks are more efficiently handled.

SHREE SHYAM TEA PVT. LTD.

(Since April, 2013 to Sept'2019)

Accounts Executive

- Involve in preparation of Final Accounts, Operation Review and Key Information on monthly basis.
- Recording Transactions in Daily Basis in Tally, Maintaining Books of Accounts & Print Management Report.
- Handling Monthly Billing & Sales Reports and keeping the check for any invoices or payments, Monthly Sales & Marketing Expenses, Journal Entries, Accounts And various Ledgers.
- Prepare Statuary Reports & E-File of Income Tax return, TDS return, Professional tax return.
- Compliance with GST (Calculation, Online Tax Submission, E-Filling).

- Liaise with the various agencies while analyzing and reviewing their billings, the taxation compliance, purchase orders, vendor reconciliation, invoices, vouchers, and Manual voucher, booking expenses, agreements, weekly reports vouchers.
- Involve in monitoring statutory books of accounts, bank reconciliation as well as financial statements
- Handling Internal Audit and coordinated with auditor and providing all necessary explanation and documents.
- Keep track of Balance Sheet, MIS reports to provide feedback to top management on profitability, budgetary control, credit administration etc.
- Reviewed various account and handled preparation of P&L account and Balance Sheet. Corrected errors in account handling and introduce work process by which accounting tasks are more efficiently handled.
- Studying the Reports given by Auditors and CA & Submitting it to the Management.

MAHANSARIA & SONS PVT. LTD, KOLKATA
(Since Jul 2007 to April, 2013)

Accounts Executive

- Spearheaded efforts across handling overall administrative works and day to day accounting up to finalization of accounts.
- Monitored Service tax and maintained ledgers, cash books and bank books based on fundamental accounting concepts and principles.
- Handled the Tax Audit, Internal Audit for the Organization, while reporting to top management-coordinated with the Bank Authorities and prepared Bank Reconciliation Statements for reconciling Cash & Bank balances.
- Reviewed various account and handled preparation of P&L account and Balance Sheet. Corrected errors in account handling and introduce work process by which accounting tasks are more efficiently handled.
- Compliance with TDS (Calculation, Online Tax submission, E-Filing, Issuance of TDS certificate).
- Compliance with VAT (Calculation, Online Tax Submission, E-Filing).
- Assessment of TDS, VAT, Service Tax & Income Tax.
- Involve in monitoring statutory books of accounts, bank reconciliation as well as financial statements.

ACADEMIA

MBA in Finance, NIBM, Chennai, India (2008 to 2010)

Bachelor of Commerce, Calcutta University, India (2004 to 2007)

COMPUTER PROFICIENCY

Industrial Accountant, ICA, India (2006 to 2007)

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional & Internet Applications.

Tally.ERP9, Expert, P. Bos, Ace, Fact.

Date of Birth: 3rd July 1986

Language Known: Hindi, English & Bengali.

References: Available on Request