

Flat No. A2, 2nd Floor, Plot 132
Urban Sabujayan Complex
Jagatipota, Mukundapur
Near Calcutta Public School
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Mobile No.: +91 98307 75566

Bhaskar Roy

Email: bhaskar.roy4794@gmail.com
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To,
The Manager
HR Department

Dear Sir/Madam

Sub: Appropriate Career in Your Organization

I am currently seeking an appointment and writing to enquire whether someone with my background, experience, and qualifications can be of interest to you.

I take this opportunity to introduce myself as a B. Com (Hons) graduate with working knowledge in the field of Internal Audit of Accounts and Compliance for NBFC-NDs & NBFC-CICs of more than 7 Years along with Direct Taxation aspects of various entities. Presently, I am working with **M/s Saraf & Chandra LLP, Chartered Accountants, Kolkata** as **Sr. Audit Executive**.

I am quite sure that there would be extremely challenging and growth-oriented career opportunities existing in your organization. All this positively inspires me to explore an appropriate joining with your esteemed organization.

On my part, I can assure you that my qualification accompanied by the knowledge, experience, and skills acquired while working with corporates would make a meaningful contribution to your organization. My Current CTC is INR 5.4 LPA and I am expecting a CTC of INR 8.0 to 8.25 LPA to change over.

Please find enclosed herein my Curriculum Vitae for your kind perusal.

I am looking forward to the opportunity of meeting your good self and exploring possibilities further.

Thanking you in anticipation.

Assuring you of my best services at all times.

Yours sincerely,

Bhaskar Roy

Encl: Curriculum Vitae

BHASKAR ROY

✉ bhaskar.roy4794@gmail.com

☎ : + 91 - 9830775566

Address

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Academic Qualification

Qualified B.Com (Hons) exam
conducted by Calcutta University
in 2008.

Professional Qualification

C.A. IPCC Group I cleared in
November 2010

Personal Information

PAN No:

AMXPR2422E

Passport No:

N6184181

Date of Birth :

25th October, 1987

Martial Status :

Single

Nationality :

Indian

Mother's Name :

Mrs. Karuna Roy

Father's Name :

Mr. Pinaki Ranjan Roy

Languages :

English, Hindi,
Bengali

Career Objective

To grow and consolidate in a challenging business environment to make a meaningful contribution to the organization and further my skill and knowledge as a professional. Areas of interest include NBFC & RBI Compliances & Accounting, Corporate Compliances, Taxation, Finance, Accounting, and Auditing to name a few.

Work Experience

Current Employer:

M/s Saraf & Chandra LLP, Chartered Accountants (March 2014 onwards) :

Working as a **Sr. Audit Executive**.

My key responsibilities include :

Statutory Compliances, Accounting & Taxation :

- ▽ Statutory & Internal Audits of Non - Banking Financial Companies / C.A.G. Audits / other Companies under the Companies Act 2013
- ▽ Consultancy assignments of NBFC companies relating to RBI compliance and filing of NBS & SAC returns.
- ▽ FEMA related compliances including filing of FC-TRS & FC-GPR forms in RBI Firms portal.
- ▽ Tax Audit & Transfer Pricing Audits for Companies / Individuals.
- ▽ Maintenance & Finalization of Accounts of clients.
- ▽ Statutory Compliances viz. Direct Tax returns, Indirect Tax returns & ROC Filing.
- ▽ Special Audit relating to Specified Transactions under the Insolvency and Bankruptcy Code, 2016
- ▽ Internal & Management Audits of Charitable Institutions.
- ▽ Tax planning for Companies, Individuals (Residents / NRI)

Clients handled in this employment :

- ▽ **Emami Group of Companies:** Team Lead for Internal Audit & Compliance related works of all NBFC & CIC Companies of Emami Group, Kolkata since FY 2014-15 to date including coordinating and supporting the management in the handling of *RBI Investigation audit during FY 2018-19 & FY 2019-20*.
- ▽ **Emami Power Ltd:** Team Lead for Internal Audit of Emami Power Ltd. dealing in Renewable sources of energy.
- ▽ **Emami Foundation:** Team Lead Internal Audit of Charitable Trust.
- ▽ **VSS Group of Companies:** Finalization of NBFC-ND Accounts including RBI & ROC Compliances for all VSS Group Companies, having registered office in Kolkata and Corporate Offices at Mumbai since FY 2015-16.
- ▽ **Varma Group of Companies:** Finalization of NBFC-ND Accounts including RBI & ROC Compliances for all Varma Group Companies, Kolkata since FY 2013-14.
- ▽ **SREI Group of Companies:** Team Lead for Statutory Audit of Investment companies of SREI Group.

Hobbies/Interests :

Net Surfing, Driving,
Playing chess,
Listening to music

Strengths :

Adaptable, Sincere,
Punctual, Self-belief

- ▽ **Pedrollo Pumps Private Limited:** Team Lead for Statutory Audit including compliance-related checking for Pedrollo Pumps Private Limited – a joint venture company with Pedrollo S.P.A. (Italy)
- ▽ **Adecx Group of Companies:** Maintenance and finalization of accounts, including Direct and Indirect Tax compliances, Transfer Pricing Compliances, ROC compliances, for Adecx Group of companies dealing in Trading of Ad-space over the Internet.
- ▽ **Datre Corporation Limited:** Team Lead for Special Audit relating to Specified Transactions under the Insolvency and Bankruptcy Code, 2016.
- ▽ **Resurgent Infratel Private Limited:** Team Lead for Special Audit relating to Specified Transactions under the Insolvency and Bankruptcy Code, 2016.

Articleship:

M/s Saraf & Chandra, Chartered Accountants (March 2011 to February 2014) :

- ▽ **Hindustan Aeronautics Limited:** Statutory C.A.G. Audit for Nasik & Koraput Divisions.
- ▽ **Bharat Sanchar Nigam Limited:** Statutory C.A.G. Audit for Guwahati & Kolkata Stores.
- ▽ **Lutheran World Service (India) Trust:** Management Audit.
- ▽ **Intercom-Skicorp Manufacturing Private Limited:** Statutory Audit, International Transfer Pricing, Accounts Finalization, and Companies Act 2013 related compliances for ISMPL (Manufacturers of water-based adhesives for leathers) – a joint venture company of Intercom S.R.L. (Italy).
- ▽ **Concord Fortune Group of Companies:** Statutory Audit, International Transfer Pricing, Accounts Finalization, and Companies Act 2013 related compliances for Concord Fortune Minerals (India) Private Limited, a subsidiary of Concord Fortune International Holdings Ltd., Hongkong.
- ▽ **Neotia Healthcare Initiative Limited:** Statutory Audit and Accounts Finalization of Neotia Hospitals
- ▽ **Technocon Services (Partnership Firm):** Tax Audit and Accounts Finalization of Technocon (dealers of Kirloskar gen-sets, pumps & job workers for Indus towers)
- ▽ **Turtle Limited:** Stock and Financial Reconciliation assignment of Turtle Limited

Educational Qualification**EDUCATIONAL
QUALIFICATION**

<u>Examination</u>	<u>Passed From</u>	<u>Year</u>	<u>% of Marks</u>
CA IPCE Grp I	ICAI	2010	54
B. COM (Hons.)	Calcutta University	2010	52
I.S.C	C.I.S.C.E	2006	57
I.C.S.E	C.I.S.C.E.	2004	63

Computer Proficiency

- ▽ Proficiency in MS – Office (MS Word, Excel, PowerPoint, Access)
- ▽ Worked on various Accounting Softwares like Tally ERP9, Ace, ERP Based Software like Oracle in a complete LAN/WAN enabled environment.
- ▽ Worked in a Cloud-based Accounting environment like Intuit Quickbooks.
- ▽ Proficiency in software like Taxpro (for Income Tax Returns & related filings), I-pro (for ROC Records Management) & Spine Assets (Fixed Assets Management Software).
- ▽ Proficiency in Income Tax, RBI Cosmos & GST web portals.

Other Achievements

- ▽ Successfully Completed Financial Modeling and Forecasting Financial Statements course from LinkedIn Learning.
- ▽ Received “All round best performance” award from M/s Saraf & Chandra LLP for 2 years in a row during employment.
- ▽ Received a personal note of appreciation for commendable work in the field of Internal Audit from Mr. Subhash Chandra Saraf, Past Chairman – EIRC, Institute of Chartered Accountants of India & founding partner of M/s Saraf & Chandra LLP.

I also completed 100 hours of computer training & 35 hours Orientation Programme conducted by The Institute of Chartered Accountants of India.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: / /2020
Place: Kolkata

Bhaskar Roy