



SUMIT PALIT

Summary

- Experience in Accounting, Reporting, Taxation, Statutory Compliances and Audit.
- Having performed in a leadership role.
- Good communication and presentation skills.

Work Experience

1. Experis IT Private Limited (A ManpowerGroup Company), Kolkata

Position: Executive- Finance and Accounts

Period of Service: 10th August 2017- Till Date

Job responsibilities:

Accounting, Reporting & Payroll-

- Assisting in monthly closure of books of accounts.
- Monthly Payroll booking and Reconciliation.
- Handling treasury functions.

Direct Taxation, Indirect Taxation and Statutory Matters:

- Monthly TDS/TCS calculation and compliances including Quarterly TDS/TCS return filing, TDS/TCS return rectifications.
- Generating TDS certificates (Form 16 and 16A) to vendors. Collection of TDS certificates from clients on quarterly basis.
- Monthly ESI (Employee State Insurance) compliances.
- Professional Tax compliances- Payment and periodical filing of returns.
- Handling Service Tax Scrutiny Assessments for past years.
- Reconciling GST data with vendor GST compliances- Assessing Non-Compliance by Vendors and following up.

Notice Period: 3 months

Current CTC- Rs 3, 04,000/- (Yearly)

2. Taxmantra.com (Unit of TM Solutions Private Limited), Kolkata

Position: Executive- Accounts & Taxation

Period of Service: 31st January 2015- 31st July 2017

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Mob.: +919836750903

Job responsibilities:

Accounting, Reporting & Payroll-

- Book keeping and Accounting using TALLY ERP Software, Finalisation of Financial Statements.
- Employee Tax Planning and Salary Structuring.
- Preparing periodical MIS reports for clients, focusing on parameters such as revenue growth, cost centers, projected profitability etc
- Assisting in preparation of valuation report of enterprise.

Direct Taxation-

- Income Tax return filing and Tax Audit report filing.
- Advance Tax Compliance, Monthly TDS/TCS calculation and compliances including Quarterly TDS/TCS return filing, TDS/TCS return rectifications.
- Making representations before the Income Tax Department in cases involving past refund due and notices served by the Assessing Officer.

Indirect Taxation-

- Monthly/Quarterly Service Tax calculation and compliances including semi-annual service tax return filing.
- Monthly VAT/CST calculation and compliances (West Bengal), including quarterly VAT/CST return filing. Generating dematerialized waybills for purchases from outside the state, Issue of various CST Forms for inter-state purchase and inter-state stock transfers.
- Dealing with Service Tax scrutiny assessment and preparing necessary documentation.
- Handling appeals to Sales Tax authorities and making representations.
- Dealing with Departmental VAT audit and preparing necessary documentation.

Statutory Matters-

- Monthly EPF (Employee's Provident Fund), ESI (Employee State Insurance) and Professional Tax compliances.

Articleship

Mookherjee Biswas and Pathak, Chartered Accountants (Kolkata) - 19th August 2011 to 18th August 2014 (3 years).

Major assignments handled during articleship training:

Internal Audits

- Andrew Yule and Co Ltd. (Kolkata and Chennai units), as Team Leader.
- Megamart Vyapaar Pvt. Ltd. (Kolkata), as Team Leader.
- Garden Reach Shipbuilders and Engineers Ltd. (Kolkata), as Team Member.

- Dabur India Ltd. (Narendrapur Factory, Kolkata), as Team Member.
- Marathon Electric Motors (India) Ltd. (Kolkata), as Team Member.
- Tea Research Association, Jorhat (Assam), as Team Member.

Statutory Audits

- Technico (India) Pvt. Ltd. (Kolkata), as Team Leader.
- West Bengal Pollution Control Board (Kolkata), as Team Member.

Special Audit

- Investigation audit at Food Corporation of India depots (Bihar region), as Team Member.

Bank Audit

- Bank audit assignment at Bank of India, Bantara Branch, Gola (Jharkhand), as Team Member.

Tax Audit

- Companies and partnership firms.

Academic Profile

- CS (Inter) from ICSI- June 2011.
- CA (Inter) from ICAI- May 2011.
- Certified Industrial Accountant from ICA, Kolkata- April 2010.
- B.com (Honors) from Bhawanipur Education Society College, Calcutta University- May 2010.
- Indian School Certificate Examination (ISC) from M.P. Birla Foundation H.S. School- March 2007.

Other Activities and Engagements

- Involved in active sports (Long distance running, hiking, mountaineering and rock climbing).
- Summited Pangarchulla Peak (4700 metres) in Garhwal Himalayas in a winter attempt (December 2017).
- The current record holder (India Book of Records) for the fastest traverse of the Singalila mountain ridge in the Indian States of West Bengal and Sikkim. Having completed the full traverse from Chitrey to Gorkhey in less than 55 hours.
- Numerous hikes and ascents across Northern and North Eastern Himalayas (Ladakh, Darjeeling and Sikkim region).

Personal Profile

- Date of Birth: November 15, 1988.
- Address: Flat no- 3/1, House no- B-4/4, Diamond Park, Joka, Kolkata- 700104.