

# SHIBAJI DEBNATH

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I have 27 years of experience in Accounts, Finance and Administration Profession, visited different part of the Industries like Manufacturing unit, Construction field, Distribution Network Business, Consultancy Services across India. I have proven expertise of Customer realization, Bad Debts recovery, Tax refund collection, which assisted the business houses for savings of huge amount of money.

"Shibaji da and I know each other when we have worked together in Larsen and Toubro Ltd., Jojobera Lafarge Cement Project, Jamshedpur from 2009 to 2013. During that period of time we have spend many happy and memorable moments together. Shibaji was in Accounts and Administration Department. He is a dynamic, energetic, highly motivated Project Accountant. He is well-known very much for his helpful nature towards the colleagues and his friend circle. He is an excellent Office and Project Administrator also. He has depth knowledge of Accounts, Tax matter.

I am wishing him all the best and very hope his successful professional career ahead." – Shekhar Mukherjee, MEP Manager at Larsen & Toubro Ltd., Kolkata Cluster.

## SKILLS: -

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### Accounts : -

- ◆ Financial planning, budget, monitoring, reviewing, analyze, CMA and advisory,
- ◆ Dealing with Clients, billing and revenue governance,
- ◆ Cash flow management,
- ◆ Project / Branch/ Unit wise Cost calculation,
- ◆ Working Capital Governance,
- ◆ Internal Audit, Internal Control, MIS, Maintenance of records,
- ◆ Reconciliation of Ledgers, Banks, Taxes,
- ◆ Market analysis, Creditors and Debtors analysis, Payment management,
- ◆ Preparation of E-Invoices, collection from customers, E-Way bill,
- ◆ From day-to-day Accounts to Finalization stage, Expert with Tally ERP.
- ◆ Producing financial report and compare with budget,
- ◆ Stock/ Inventory reconciliation,
- ◆ Provide daily/ weekly/ monthly/ quarterly MIS for management review, analysis,
- ◆ ROC return by MGT-7, DPT-3, AOC-4,
- ◆ Payroll management, EPF, Gratuity, F&F of employees,
- ◆ Dealing with foreign exchange, foreign payment through 15CA.

### Taxation : -

- ◆ GST documentation, reconciliation, submission of return, refund claim and realization,
- ◆ Income Tax reconciliation, submission of returns, refund claim and realization,
- ◆ Professional Tax payment and submission of return,
- ◆ TDS calculation, reconciliation, payment, submission of return and Certificate generation.

### Administration : -

- ◆ Utilize the analytical Skills, Expert to handle MS Office, Word, Excel, and Power Point.
- ◆ Good Communication Skills, Supervise the team including Accounts and Administration,
- ◆ Bad Debt Collection,
- ◆ Prepared of renewal, sanction of WC,
- ◆ Documentation for Loan,
- ◆ Preparation of Business Plan, Project wise Plan, execution, monitoring, developing,
- ◆ Day to day handling all Bank compliances, working with Forex, Bank Guarantee (BG) etc.
- ◆ Office /Branch/Unit/ Factory Administration, Industrial relation,
- ◆ HR, recruitment, staff welfare, employees Health Insurance.

## **EXPERIENCE HISTORY:-**

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### **D. P. AHUJA & CO., Kolkata, India**

Senior Accounts Manager

08/2016 to 09/2022

- ♦ Collection of Bad Debts, which are more than six months. Total amount Collected Rs. 200 million within a year.
- ♦ Internal Audit of day to day Accounts to Finalization of Balance Sheet.
- ♦ Preparation of various reports of GST, TDS, Income Tax and submission of Return, Claim the GST refund and collected the money from the concern Departments. Collection amount is Rs. 70 Million, which are around 98 % of the claimed value.

### **LARSEN & TOUBRO LTD., ECC DIVISION, B&F IC, Bangalore, Jamshedpur, Jhansi (India)**

Assistant Manager – Accounts,

08/2007 –10/ 2015

- ♦ Worked three prestigious Projects in the four different states of India.
- ♦ Successfully involved in achievement of all the Projects within specific period of times including collection of 100 % Order value, which total is Rs. 5,140 Million from Clients.
- ♦ Successfully submitted all the Tax compliances, which assist the Company to save any type of interest or financial charges.

#### **Major Clients Handled:**

- Lafarge India Pvt. Ltd., the International standard Cement Manufacturing Company and worked in their Jamshedpur Jojobera Factory from March-2009 to March-2013.
- North Central Rail: Working with them in their three prestigious projects. Two are in Jhansi, Uttar Pradesh and one is in Gwalior, Madhya Pradesh from April-2013 to October-2015.

I have also worked at M.G.R. Industries, Samjog Information and News Agency, Tascent Telecom Pvt. Ltd. and Sun Construction between June-1995 to August-2007 and February-2016 to July-2016.

## **EDUCATION:-**

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### **B.Com – Honors (Accountancy)**

Sree Chaitanya College of Commerce

Kolkata, India

06/1992 to 06/1995

### **Bhaumik's Tax Consultancy**

Kolkata, India

Tax Consultancy Course

08/1998 to 03/1999

## **Additional Information:-**

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I am working as freelance Accounts and Tax Practitioner and having 20- 25 Income Tax files including my colleagues.