



SHIBANJAN GHOSH

Accounts & Audit Officer

12 years exp.

✉ Shibhanjan.bt@gmail.com

☎ +91 8961130943

in linkedin.com/in/shibanjan-ghosh-607b63126

Accounts and Audit officer with a history of accurately and efficiently supporting diverse activities across different range of industries. Extensive knowledge in **Account management, Taxation, Reconciliation, Company balance sheet, Company Inventory, Preparation of Audit reports** etal. Completed MBA and aspiring to move into managerial role



WORK EXPERIENCE

Account Executive

Bozon Technologies Pvt. Ltd. (for WBSEDCL)

October, 2014-Present

Preparation, computation, deposition and returns for all types of Direct & Indirect Taxes through online system | GST Returns (GSTR 3B, GSTR – 1, GSTR – 7)

Handling cash book & bank book on daily basis

Use SAP for bill pass & payment.

Reconciliation of party, debtors, creditors & other expenditure.

Preparation of Fixed Assets Register for every year with calculation of Depreciation.

Coordinating in preparation of Company's Balance Sheet.

Coordinating in all types of Statutory Audit work.

Audit Executive

Roy Ghosh & Associates, Chattered Firm

August, 2014 – October, 2014

Conducted internal audit and Statutory Audit of WBSEDCL (State Electricity - Distribution), NMCG (National Mission for clean Ganga), WBSETCL (State Electricity – Transmission), APMDP (Andhra Pradesh Municipal development project).

Mobile Equipment Supervisor

Al Batina International Trading & Maritime Services (for Vale Project)

June, 2011 – July, 2014

KRAs: Auditor for Fuel Consumption expenditures, Monthly measurement, Handling Manpower, Maintaining time sheets, Preparation monthly salary, Developing Log sheet system, Legal requirements (*Permit to work, Task Risk Analysis, Tool Box Talk and Lifting Procedure*), Maintaining Equipment assessment & RAC (Requirement for critical activity) medical for operator and driver, Handling health (non-Omani) & Social (Omani) insurance of all employees, Maintaining record of resident card, passport & driving license for employees, Maintaining record of registration certificate & 3rd party certificate for equipment, vehicles & lifting accessories.

Account Assistant

Birla Tyres

Nov, 2009 – May, 2011

KRAs: GRN Checking, Bill Passing, Payment Advice, Reconciliation of suppliers, Preparation of Company Inventory,



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TOOLS

Microsoft Excel ★★★★★

Microsoft Word ★★★★★

Tally ★★★★★

SAP ★★★★★

Oracle ★★★★★



KEY SKILLS

Account Management ★★★★★

Taxation ★★★★★

Audit ★★★★★

Reconciliation ★★★★★

Budgeting ★★★★★



EDUCATIONAL QUALIFICATION



MBA Finance
Pondicherry University
2020-2022



B.Com (Hons.)
Calcutta University
2006-2009



Higher Secondary
WBCHSE
2004-2006



Secondary
WBBSE
2003



CERTIFICATIONS

Financial Accounting Course Ramkrishna Mission Shilpamandir,
Belur Math, Howrah.



HOBBIES

Playing Sports, Travelling, Photography