

RESUME

Balram Roy

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CAREER OBJECTIVE

An enthusiast learner and a capable problem solver, with a creative flair. Would like to work with an organization of high professional standards and competitive work environment.

QUALIFICATION

Degree/Exam	Institute	Exam/Board	Term	Percentage
MBA (Finance)	Indian School of Business Management	ISBM	2017 - 2019	70.00%
Chartered Accountancy	Institute of Chartered Accountants of India	IPCC	May,2012	Appeared
		CPT	June,2011	54%
B.Com.(Hons)	Calcutta University, Kolkata	Calcutta University	2009-2012	50.00%
Class XII	GBV, Kolkata	WBCHSE	2009	66.30%
Class X	JHD, Patna	BSEB	2007	56.10%

EXPERIENCE

V K COMMUNICATIONS LLP MANAGER- ACCOUNTS & FINANCE 10/2015 TO PRESENT

- Assist in the planning of strategies and formulating rules and procedures for the management of company operations.
- Review and finalization of invoices before it goes to clients.
- Reconciliation of bank A/c, Creditors A/c, Debtors A/c.
- GST Returns filling.
- Monitor and support taxation issues.
- Management of Cash inflow and outflow.
- Cost negotiation with vendor and Preparation of Project Wise Internal Budget.
- Cost Freezing with Client.
- Work management among the team members and resolving work related issues of team members.
- Preparation and filing of statutory payments and return related to TDS, Service Tax.
- Prepares payments by verifying documentation.
- Important Client
- ITC Limited
- Cipla Health Limited
- Reliance Retail Ltd.
- Reliance Jio Infocom Ltd

BKS&CO. (Chartered Firm)	EXECUTIVE – AUDIT AND ACCOUNT	04/ 2014 TO 09/2015
<ul style="list-style-type: none"> ▪ Preparation of Balance Sheet, ▪ Entering Sales, Purchase, Cash and Bank Transaction. ▪ Preparation and filing of statutory payments and return related to TDS, Service Tax <p>Internal Audit of-</p> <p>1) Lux Industries.</p> <p>2) Sanmarg News Agencies.</p> <p>3) Ems Polyset Pvt Ltd.</p> <p>4)Sunply Pvt Ltd</p>		
N.N.DAS& CO. (Chartered Firm)	EXECUTIVE – AUDIT AND ACCOUNT	08/2012 TO 03/2014
<ul style="list-style-type: none"> ▪ Entering Sales, Purchase, Cash and Bank Transaction. ▪ Preparation of Balance Sheet ▪ Preparation Profit & Loss A/c, Internal Audit, Stock Audit. 		

COMPUTER EXPOSURE
Working knowledge in Microsoft applications MS-Word, MS-Excel, Tally ERP 9 and completed 100 hours of computer training conducted by Institute of Chartered Accountants of India

EXTRA CURRICULARS ACTIVITIES
Content Writing, Poetry Writing, Attended Poetry Reciting open mic challenge program organized by yourquote Writing App.

PERSONAL DOSSIER	
Language known	English, Hindi and Bengali
Date of Birth	16 th Feb. 1992
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