



## PROFILE

Self-motivated, Proficient and knowledgeable accounts specialist with 14 years accounting with Taxation experience and strong problem solving skills. Self-motivated and innovated data analyst able to review and process invoices, negotiate payment terms and timeframes, and partners with external vendors to ensure payments are properly submitted for services rendered. Attentive professional passion for regulatory compliance and meeting internal budget requirements.

## CONTACT

PHONE:  
(+91) 9073765992 / 7044223498

EMAIL:  
selfbanks@gmail.com

## HOBBIES

Reading Books.  
Playing Football.

# NEWTON SARKAR

Certified Public Accountant (CPA) with 14 years of experience in public accounting and financial auditing. Looking for an opportunity in a fast growing company to build out best accounting practices and make accounting a comparative advantage within an organization like The Salvation Army.

## EDUCATIONAL QUALIFICATION

### Naihati Mahendra High School

- 1) Passed Secondary education under the board of WBBSE in the year of 2006.
- 2) Passed Higher Secondary education under the board of EBCHSE in the year of 2008.

### Naihati Rishi Bankim Chandra Evening College

- 1) Pass Graduation from WBSU in the year of 2011.

## PROFESSIONAL QUALIFICATION

I have completed diploma in Financial Accounting System with Direct / Indirect taxation from ICA (Kolkata) in the year of 2007 with above 85% marks.

## WORK EXPERIENCE

- 1) Worked as an Accountant in "M/s, Surya Food Firms Pvt. Ltd" sister concern of "M/s, Priya Food Products Ltd". (Three Years).
- 2) Worked as an Audit Staff in "D. K. Madia & Co" (Chartered Firm) (One Year).
- 3) Worked as an Accountant in "M/s, Virdutt Engineers & Consultant" (One Year).
- 4) Worked as a Taxation office in "M/s, Ajanta Shoes (India) Pvt. Ltd". (Five Years).
- 5) Worked as an Accounts Manager in "SBR Technologies Pvt. Ltd" (Till Now).
- 6) Worked as a (Part-timer) Taxation consultant in "M/s, Biswas Distributor, M/s, Home Décor & M/s, Nithik Furniture from last 5years onwards.

## **WORKING FILED**

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#Maintaining Stocks.  
#Analyzed Balance Sheet accounts.  
#Performed monthly Bank Reconciliation and GL account analyses for assets worth.  
#Maintained Cash basis financials used to generate partner.  
#Owned maintenance and tracking of inter-company loan schedules to meet all deadlines.  
#Ensured proper GL coding of expenses reports for bank and credit card reconciliation.  
#Worked closely with program management on budgets, programs and financial reporting.  
#Complete knowledge about Purchase & Sales Invoices.  
#Maintaining Debtors & Creditors.  
#Complete knowledge Central Excise framework, Proposed law and regulations.  
#Prepared proper GST returns with e-filing on basis of GST rules.  
#Complete knowledge all about Final Accounts (like Balance Sheet, Profit and loss accounts & Computations).  
#Knowledge of GST registration.  
#Take care of administrative activities.  
#Performed Udyam aadhaar registration.  
#Ensure proper vendors maintenance.  
#Prepared IT Challans and returns filling.  
#Complete knowledge to handling E-Banking, E-reservation & Cancellation.

## **POSTIVE ATTITUDE**

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Hardworking abilities in any situations and any conditions.

## **LANGUAGE KNOWN**

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Bengali (Read, write and speak)  
English (Read, write and speak)  
Hindi (Speak)

## **PERSONAL DETAILS**

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Fathers' name	: Nitai Chandra Sakar
Date of Birth	: 17 <sup>th</sup> day of August, 1989
Marital Status	: Married.
Religion	: Hindu.
Nationality	: Indian.

## **DECLARATION**

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I hereby declared that the above said all information is true of the best of my knowledge and belief.

Date:

Place :

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( Newton Sarkar )