**CURRICULAM VITAE**

**NAME : ALIF HUSSAIN MAZUMDER**

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**PRESENT EMPLOYER: MEDTECH LIFE PVT. LTD., Byculla east, Mumbai manufacturer of Health and Medical Devices, working as Chief Accountant from June, 2017.**

* Looking after the overall accounts and finance department
* Successfully achieved the procedure to get IGST refund on Export Sales
* Meeting the legal requirements for the legal in case of Patent, Income Tax scrutiny, legal and metrology matters
* Preparation of Income Tax Scrutiny details and attending the IT officer
* Cross checking of vendor bills for payment
* TDS return filing
* GST registration and transformation
* Preparation of project report

 **YOUR FITNESS CLUB PVT. LTD.**, Colaba, Mumbai, group of Companies dealing in the field of health & fitness, trading of supplement and protein stores, superhuman gyms industry having 19 branches all over India, working as  **Senior Accountant–Finance and Accounts** from **Nov, 2010** to till date.

* Looking after all the bank related matters of group companies and individuals.
* Raising of funds from Banks, NBFCs, and private lenders.
* To coordinate with banks and nbfcs regarding providing loan documents, solving the queries raised by credit managers, attending the PD along with directors till successfully disbursal of BL, HL,PL
* Preparation of projected P&L and B&S, MIS reports, ratio analysis for equity funding works from banks and NBFCs
* Preparation of monthly MIS Report
* Looking after the Service Tax related matters viz proper calculation of liability, setoff, rcm receivable, half yearly return filing.
* Looking after the TDS related matters, proper deduction as per IT Act, 1961, payment on due date, return filing and issuance of TDS certificates
* To check whether the daily sales are properly accounted as per the ERP software-Tally ERP and as per bank statement.
* To look after the matter of the day to day functioning of the of the accounts department.
* Preparation of Quarterly Budget Statement, Monthly Cash Flow Statement.
* Preparation of monthly Payroll in the Tally 9.0 Software for all locations.

* Planning the layout of accounting and internal control system of all the divisions.
* Daily Bank Reconciliation Statement for all the bank accounts and submission of status report to the management.
* To interact with StatutoryAuditors, Internal Auditors and ensure that Audit is being conducted systemically and completed in time, comply to audit objections raised if any.
* Prepare the Service Tax payable amount for all locations on weekly basis and inform the same to the management to arrange the fund for timely payment.
* To look after the matter of ROC matters.
* Continuous updating about the recent changes in the field of the direct and indirect taxation matters and informs the same to the management.
* Working over tax plans and ensuring timely assessment and filing of direct & indirect tax returns including TDS returns in compliance with statutory tax laws.  Motivating team and getting completion of entries for the conducting of audit  To make monthly visits to all divisions of the company.
* To ensure compliance of all statutory regulations for the Company as a whole.
* To interact and liaise with Banks and Financial Institutions, Corporate, Government and other Bodies.

**PREVIOUS EMPLOYER: SOPARIWALA GROUP OF COMPANIES under the payroll of ARABIAN NIGHTS PVT. LTD. Colaba, Mumbai** as Sr. Accounts Executive from October **2009 to O**No table of figures entries found.**ct, 2010.**

**Previous Job Profile:**

* Looking after the day to maintenance of accounts,

* Finalization of accounts,

* Preparation of MVAT and CST return,

* Preparation of Service tax return

* Preparation of TDS and looking after tax planning matters

* Looking after the ROC matters

* Implementationv of ERP.9 software.

**EARLIER EMPLOYER: AJMAL GROUP OF COMPANIES,Colaba, Mumbai** as Accounts

Executive from **January 2005 to September, 2009.**

**Earlier Job Profile**:

Supervising timely preparation of statutory books of accounts, financial statements and annual financial reports, ensuring compliance of Accounting Standards.

* Reviewing of internalcontrol and liaising with internal & statutory auditors for conducting audits in compliance to the tax laws and ensuring timely payment and filing of returns.

* Working over tax plans and ensuring timely assessment and filing of direct & indirect tax returns including TDS returns in compliance with statutory tax laws.

* Month wise physical verification of closing stock of the retail shops and also the reconciliation of the same with the books of accounts. Maintenance of inventories in the books of account as per the Accounting Standard.

**Statutory Compliance / MIS :**

* Supervising compliance to statutory requirements viz.TDS returns, Sales Tax returns, P.F., E.S.I.C, P.T, F.B.T etc.

* Correspondence with Income Tax departments.

* Handling service tax matters of group companies.

* Basic knowledge of working in the field of Excise, MVAT.

* Assisting in finalization of Accounts of all Group concerns.

* Providing the group Auditors necessary information & documents for smooth conducting of Audit of all group companies.

* Preparation of the annual I T Returns of all the group companies & Partnership Firms.

* Looking after the TDS matters of all the Group Companies.

**ROC , TRADEMARK, EXCISE RELATED MATTERS :**

* Successfully obtained the DIN & DSC for all the directors as per Regulations of MCA- 21.  Experience of mandatory online filing of Annual Return as per the Regulations of MCA21 .
* Experience of obtaining the Regn. from the respective department of Excise department.

**ARTICLESHIP IN CA FIRMS IN KOLKATA :**

Mr. Nikhiles Roychaudhury & Associates and Mr. Mijanur Rahaman &Co. (CA Firm)

**From January 2002 to December 2004:**

* Preparation of Income Tax return of Individuals, Partnership firms, Pvt. Ltd Companies.

* Statutory audit of Banks and Pvt. Ltd. Companies.

* Preparation and filing of TDS return of various clients.

**COMPUTER EFFICIENCY :**

Knowledge of working in Microsoft Office.

Knowledge of working in Tally 9, Tally ERP 9.

**CURRENT CTC** :

EXPECTED CTC :

NOTICE PERIOD :

**QUALIFICATION :**

1. Cleared B Sc. in Statistics (Major) Secured 58.75%) from Assam University, Silchar in August 2001.
2. **Cleared C.A Inter in May 2007** fromThe Institute of Chartered Accountants of India.

**PRESENT**

**ADDRESS** : D3 002, Green Wood estate, New Panvel - 410 206

**MARTIAL STATUS** : Married

**DATE OF BIRTH** : 1st May, 1978.

**LANGUAGE** : English, Hindi, Assamese, Bengali.

**REFRENCE** : Will be provided whenever required.

**Date**

**(Alif Hussain Mazumder)**