

Anusuiya Pramanik

Accountant, Project Leader

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EXPERIENCE

Mradul Agarwal & Associates, Lucknow — Assistant Accountant (FULL TIME)

FEBRUARY 2020 - PRESENT

- Maintenance of all books of accounts in Tally ERP 9.0 with TDS and GST applicability,
- Assist in the preparation of journal entries, account analyses, and reconciliations that support month-end closing procedures, ensuring timely and accurate reporting for audit purposes.
- Assist in the preparation of supporting schedules and documentation of account balances for annual audit and tax return,
- Documentation and filing for GST registration,
- GST monthly returns filings of the firm and the other entities associated with the firm,
- Filing of MCA/RoC FORMS, with complete documentation required and other companies related corporate support,
- Maintenance of MIS Reports for Professional Tasks of the firm,
- Maintain relationships with vendors by working with the team to ensure timely resolution of issues.

Bhumi Jyoti Corporate LLP, Lucknow — Executive Accountant (FULL TIME)

MAY 2018 - JANUARY 2020

- Handling of all accounts of Micro finance on Tally,
- Maintenance of Books of records, invoices, book-keeping, related documentations,
- Bank Reconciliation and verification,
- Preparing salary of fields and department-wise reports,
- GST Registration, other GST fillings,
- Assisted in filling of MCA/RoC forms,
- Proper and effective execution of specific assignments given including replies to government letters on specific proposals.

SKILLS

Tally ERP-9.0	★★★★
Keynote, MS-Office	★★★
Customer service ethic	★★★★
Enterprise Resource Planning (ERP)	★★★★
Project Scheduling	★★★★
Vendor Management	★★★★

LANGUAGES

English	★★★
Hindi	★★★★
Bengali	★★★

CS Nancy Verma & Co., Lucknow — Tally Operator, Assistant
(PART TIME)

APRIL 2016 - MAY 2018

- Assist in providing support to the Tax and Finance functions,
- Assist in preparation of documents and filing of various MCA/Roc forms for companies.
- Assist in preparation of Board reports, Secretarial reports, Extracting information for annual report, Auditor's Report.
- Providing company secretarial and management support, updation and guidance to the board of directors and other team members regarding amendments issued by MCA.
- Assist in the preparation of journal entries, bank reconciliations and all other accounts maintenance that supported all financial transactions of the firms.

EDUCATION

Lucknow University, Lucknow — Master of Commerce

JUNE 2016 - JUNE 202018

Lucknow University, Lucknow — Bachelor of Commerce

MAY 2014 - MAY 2016

PROJECTS

I. Annual Filing — Filing of Form AOC-4 and MGT-7

Role Description: Project Leader

- **Number of Companies: 60**
- **Project Status: Complete**
- **Time Period: December, 2020 to February, 2021**
- **Team: 6**
- **Details of Project:**
 - Study of company's activities during the financial year and financial statement accuracy.
 - Preparation of various documents related to Annual filing of companies, like:
 - ◆ Director's Report in respect of financial statements of respective companies.
 - ◆ Independent Auditor's Report under The Companies Act, 2013.
 - ◆ Extracting information for Annual Return Report with updated changes during the financial year of that respective company.
 - Filing of Form AOC-4 and Form MGT-7.