

CURRICULUM VITAE



Contact Details:-

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Present Address:

Arunava Saha

C/o Shri P.N.Saha
Plot No.9/1, Radhikanagar,
P.O.Supela, Bhilai,
Distt.Durg. (C.G.) 490 023.

Permanent Address:

Arunava Saha

C/o Shri P.N. Saha
Plot No.9/1, Radhikanagar,
P.O. Supela, Bhilai,
Distt. Durg. (C.G.) 490 023

Personal Detail:

Name	Arunava Saha
Father's Name	Shri. P.N. Saha
Mother's Name	Smt. D.R. Saha
Date Of Birth	07/02/1977
Place of Birth	Bhilai
Sex	Male
Nationality	Indian.
Marital Status	Bachelor.

OBJECTIVE:

To seek a challenging career in a professional organization in the field of Accounting function which will help me to prove my skills and also to take up greater responsibilities that will enable me to use my skills and in the due course learn and add to my professional skills and aptitude.

ACADEMIC QUALIFICATION:

Graduation:

B.Com. (Taxations)	1999	Pt. Ravi Shankar Shukla University, Raipur.
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Post Graduation:

M.Com. (Advance Accounting)	2001	Pt. Ravi Shankar Shukla University, Raipur.
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M.A. Economics. (Public Finance)	2003	Pt. Ravi Shankar Shukla University, Raipur.
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PROFESSIONAL SKILLS:

Accounts / Finance

- On job experience in Accounting / Finance principles and procedures in Service Industry.
- Maintenance of Computerised Books of Accounts, Closing / Finalisation of Books of Accounts.
- Assets Register Compilation and Maintenance.
- Reconciliation of Payable Accounts, Creditors/Debtors Accounts, Bank Accounts etc.
- Working on Project & Working Capital Financing from Banks & Financial Institution.

Management Information System

- Monthly Financial Report.
- Budgetary System with Budget and Actual Variance Analysis.
- Cash Flow as well as Fund Flow Statement.

Audit and Audit Compliance

- Successfully completed the Financial Audit / Tax Audit of various clients.

Statutory Compliance

- Income tax documentation / filling of Returns and Annual Assessment.
- Audit report compliance both for Auditors & Management Authority.

Computer / IT System & Others

- Aware of integrated and in-house developed Accounting Packages like Tally, Focus5.5 Accounting, Focus On Web ERP Solution (SAP) & Tally9 ERP Solution (SAP), Office softwares like Microsoft Windows - Words, Excel, E-mail System & Internet Working.

ACHIEVEMENT:

- Represented M.P.State Open Basket Ball Championship at Bhopal in year 1992
- Represented M.P.State School Basket Ball Championship at Bhopal in year 1992.
- Additional responsibility of INC-Raipur Campus accounts for the period of 2008-09.
- Supervised Flexi Learning Programme Examination of ICFAI University conducted at Campus.

ORGANISATIONAL EXPERIENCE:

Accounts Assistants

Murty A.V.R. & Co
(Cost Accountant)
C-17, Dakshin Gangotri,
P.O. Supela, Bhilai,
Distt. Durg. (C.G.) 490 023.

Dec.'99 To Nov.'03

Financial Audit, Maintenance of Books of Accounts Preparation of Annual Closing / Finalisation of Accounts, Bank Reconciliation Statement. Income Tax work, Computation & Determinations of Tax Liabilities.

Languages Known:

English, Hindi, Bengali & Chhattishgadi.

Hobbies:

Playing Basketball, Badminton, Chess, Reading & Listening music.

Accountant

Dec.'03 To Oct.'05

ICFAI Business School
Shrivastava Parisar, KosaNagar,
P.O. Supela, Bhilai,
Distt. Durg. (C.G.) 490 020.

Maintenance and Supervision of Books of Accounts, Monthly Financial processing, updation, Preparation of Monthly Budget, And Monthly Centre Review Meeting Accounting Reports, Preparation of Visiting Faculty Remuneration Payrolls.

Asst. Accounts Officer

Nov.'05 To April'10

ICFAI National College
C/o. The ICFAI Society, Raipur
Beside Dashmesh Dhaba,
NH-6,G.E.Road, Kumhari,
Distt. Durg. (C.G.) 490 042.

Maintenance and Supervision of Books of Accounts, Monthly Financial processing, updation, Preparation of Monthly Budget, Monthly Campus Review Meeting, Accounting Reports and Regional Review Meeting, Preparation of monthly Visiting Faculty Remuneration Payrolls. Advise Campus Head on Accounting Procedures and Assisting Campus Head in management of Fund.

Asst. Accounts Officer

May'10 To March'2011

Institute of Bossiness Studies /
Le Mangus School of Management
C/o. The ICFAI Society, Raipur
Beside Dashmesh Dhaba,
NH-6, G.E.Road, Kumhari,
Distt. Durg. (C.G.) 490 042.

Maintenance and Supervision of Books of Accounts, Monthly Financial processing, updation, Preparation of Monthly Budget, Accounting Reports. Advise Principal Accounting Procedures and Assisting Principal in management of Fund.

Accounts Officer

April'11 To Till date

The ICFAI University, Raipur
C/o. The ICFAI Society, Raipur
Beside Dashmesh Dhaba,
NH-6,G.E.Road, Kumhari,
Distt. Durg. (C.G.) 490 042.

Maintenance and Supervision of Books of Accounts, Monthly Financial processing, updation, Preparation of Monthly University Budget, Accounting Reports. Advise Registrar Accounting Procedures and Assisting CA &FO, Vice Chancellor & Registrar in management of Fund. Preparation of Monthly Accounting Reports and University Review Meeting. Monthly preparation of statements fees collected and deposited to the Chhattisgarh Private Universities Regulatory Commission.

DECLARATION:

(Arunava Saha)

I hereby declare that all the details furnished above are true to the best of my knowledge.