

## Profile

**Name: Mr.Arunava Saha**

**Designation: Accounts Officer, The ICAI University, Raipur.**

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, Focus 5.5 Accounting, Focus on Web ERP Solution (SAP) & Tally 9 ERP Solution (SAP), Office software's like Microsoft Windows - Words, Excel, E-mail System & Internet Working.

### Achievements:

- 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.
- Additional responsibility of TIBS & LMSM Campus Accounts for the period of 2009-11.
- Supervised Flexi Learning Programme Examination of ICAI University conducted at Campus.