



# CA SUMAN MURARKA

FCA, B.Com (Hons.)

## RESUME

### ABOUT

Suman is a rising entrepreneur, Chartered Accountant with 16+ years of experience as a dynamic young professional having an experience in multiple domains. She completed her preliminary education from Shri Shikhayatan, and started her working career by working for R.K. Murarka & Co. and working since 2007. Besides this she has a keen interest in promoting the youth and paving ways for professional who are in seek of guidance in their professional career. Her passion is to serve her profession and she wishes to continue working till the last day of her life.

### CONTACT

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### CAREER OBJECTIVES

She focuses on some of the following Key Values in her Professional Life:

- GROWTH
- DEVELOPMENT
- VALUE
- QUALITY
- FINANCIAL ANALYSIS

### ADDITIONAL SKILLS

- Digital life Style and Personal Computing.
- Developing Applications with MYSQL and PHP.
- Web designing using HTML, JavaScript and XML.
- Excellent communication skills, and ability to present complex information in an easy to understand format
- Reiki Third Degree Holder..

### PERSONAL DETAILS

DATE OF BIRTH: 14th of June, 1977

NATIONALITY: Indian

LANGUAGE: English, Hindi, Bengali and Sanskrit

HOBBIES: Yoga, Reading Newspapers, Books and Magazines and Listening Music

### EDUCATION

- CHARTERED ACCOUNTANT**  
The Institute of Chartered Accountants of India (ICAI)  
2007
- BACHELOR IN COMMERCE (B.Com)**  
Calcutta University (CU) (52%)  
1998
- HIGHER SECONDARY (COMMERCE)**  
WBCHSE (65%)  
1996
- MARTICULATION**  
WBCHSE (63%)  
1994

### CERTIFICATIONS

- Completed Anti Money Laundering laws from the Institute of Chartered Accountants of India of Kolkata.
- Achieved the knowledge of Concurrent Audit of Banks from the Institute of Chartered Accountants of India.
- Attended the Faculty Development Programme organized by the Board of Studies, ICAI.
- Attended the Concurrent Audit Programme organized by the Board of Studies, ICAI

### WORK EXPERIENCE

#### R.K.MURARKA & Co. [March 2007- Present]

Partner

- Finalization of audit of accounts of various small & medium sized companies.
- Audit of Banks like Federal Bank (Revenue Audit), Union of India (Concurrent Audit).
- I.T matters of Income Tax Return of Individuals, firms, companies & others entities.
- Tax Audit of various firms & Individual & limited companies.



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### ORGANIZATIONAL EXPERIENCES

Have acquired good knowledge in Company Law matter and regular Liaison with the office of Registrar of Companies, Registration of charges, searching of documents and allied MCA21 E services including e filling and company incorporations, Valuation of Shares of Companies etc.

Have handled Outsourcing Jobs of Price water House Coopers & its Group Companies related to Payroll and Expense voucher checking of its large No of Employees.

Apart from above job of Government agencies, she has been a part of a large may be relevant number of medium and small sized industrial group whose complete professional services are being rendered regularly in the matters like Company Law, Income Tax, Project Financing, Stock Audits, VAT Audit, Income Tax Audit, Management Audit, Management Consultancy etc.

Have filling returns online regularly of Individual, HUF, partnership firm, Trusts and Company and handling Income Tax proceedings u/s 143 (3) of Income Tax Act 1961 also attending Appeal Cases u/s 263 of I T Act,

### PROFESSIONAL EXPERIENCES

#### EXPERIENCE IN GOVERNMENT AUDIT

Have conducted Statutory/Internal Audit of the following undertakings

- Videsh Sanchar Nigam Limited (VSNL) having SAP enabled accounts/ERP
- Bharat Sanchar Nigam Limited (BSNL) Internal Audit in various circle
- Also auditing Various Govt. Semi- Govt. in West Bengal.

#### EXPERIENCE IN STATUTORY AUDIT OF LTD COMPANIES

Have the experience of the audit of various other companies.

#### EXPERIENCE IN INTERNAL AUDIT

Besides internal audit of the various organization in the medium and small sector, she also has experience in Internal Audit of the following company in Internal Audit



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### EXPERIENCE IN HANDLING GST RELATED

Maintaining of accounting, Furnishing of GST Returns & etc. Besides this she took care of handling of search & scrutiny cases in Various Department.

### EXPERIENCE IN INCOME TAX & SERVICE TAX

Has filling returns online regularly of Individual, HUF, partnership firm, Trusts and Company and handling Income Tax proceedings u/s 143 (3) of Income Tax Act 1961 also attending Appeal Cases u/s 263 of I T Act,

### EXPERIENCE IN AUDIT

She has exposure of concurrent Audit, Branch Statutory Audit, Revenue audit and other Jobs of National of Banks/other assignments of Banks from 1999 to present as Banks detailed below

#### CONCURRENT AUDIT:

- Punjab & Sind Bank
- Allahabad Bank
- United Bank of India

#### BRANCH STATUTORY AUDIT:

- State Bank of India
- Paschim Banga Gramin Bank
- Federal Bank
- Punjab National Bank
- Allahabad Bank

#### SYSTEM AUDIT:

- United Bank of India

#### MIGRATION AUDIT OF CBS BRANCHES

- United Bank of India

#### REVENUE AUDIT

- United Bank of India
- Allahabad Bank
- Federal Bank
- Bank of India

### EXPERIENCE IN COMPANY LAW

She has acquired good knowledge in Company Law matter and regular Liaison with the office of Registrar of Companies, Registration of charges, searching of documents and allied MCA21 E services including e filing and company incorporations, Valuation of Shares of Companies etc.

### EXPERIENCE IN OUTSOURCING WORK OF BIG COMPANIES

Have handled Outsourcing Jobs of *Price water House Coopers & its Group Companies* related to Payroll and Expense voucher checking of its large No of Employees.