DINESH DUTTA

House No. 13, Street No. 3,

 Banwari Nagar, Near Sihani Chungi,

Ghaziabad – 201001. (U.P.)

Mob: 9811187714

**Objective**

To Excel in my work and become the strength of the organization so that Growth, Reorganization & Value comes naturally and adds to my career.

**CAREER PROFILE**

1. **MOOLCHAND HOSPITAL** (A JCI, NABH & 5S accredited Hospital)

Lajpat Nagar III, New Delhi

Period : Mar’1995 to 30th Nov 2014

**Current Designation** Dy. Manager (Finance & Accounts)

**Jobs & Responsibilities**

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| --- |
| * Finalization of Accounts – Balance Sheet, Income & Expenditure Account and Schedules thereto
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| * Preparation of MIS – Weekly, Fortnightly & Monthly
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| * Insurance – General & Mediclaim
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| * Pay calculation & disbursements
 |
| * TDS deduction & Filing of TDS returns
 |
| * Liaisoning with Banks & Creditors
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| * Doctor Accounting – Calculations & Disbursements
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| * Payment to Suppliers, Contractors & Professionals
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| * Signing Authority on behalf of the Hospital in Banking Transactions & other legal correspondence etc.
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| * Dealing with Income Tax Department regarding

Filing of Tax ReturnsDealing with Income Tax Scrutiny casesObtained various certificates from Income Tax Department u/s 10(23C)via, Certificate u/s 80G & 12A(a) etc.VAT returnsDealing with matters related with Provident Fund |

**Recent Achievements:**

1. Cleared Assessments of Moolchand Hospital pertaining to AY – 2000-01, 2001-02, 2003-04, 2004-05 & 2005-06 including at CIT (Appeals) level.
2. Obtained IT certificates u/s 10(23C) & 80G
3. Designed IT Declaration form & computation of Tax for employees
4. Restructuring of accounts
5. Successfully implemented VAT

**Progress Report with Moolchand Hospital**

Mar’ 1995 to 30th Nov 2014 Joined as Executive Accounts

 Promoted as Sr. Executive Accounts wef. 01.04.1998

 Promoted as Jr. Assistant Manager wef. 01.04.2002

 Promoted as Assistant Manager wef. 01.04.2003

 Promoted as Dy. Manager wef. 01.04.2006

Dec 1993 to Feb 1995

**DRDB Auto Private Limited** (a sister concern of DD Auto Limited)

Azad Pur, Delhi

Worked as Store Accountant with DRDB Auto Private Limited and handled Invetory, Fixed Asset Register, Bin & Rack records, Reorder level, Reorder Quantity, Minimum & maximum level, separate records of Raw materials & Finished Goods, Report generation etc.

Nov 1983 to Nov 1993

**Narinder Mohan Hospital**

Mohan Nagar, Ghaziabad

Worked as Assistant Accountant and looked after Store supervision, general accounting.

**EDUCATIONAL QUALIFICATION** : Graduation from Delhi University

**PROFICIENCY** : MS Office – expert in Excel, Word, Tally 9.2, HMS

**PERSONEL DETAILS**

FATHER’S NAME : Mr. R.P. Dutta

DATE OF BIRTH : 16.08.1960

RES. ADDRESS : House No. 13, Street No. 3,

 Banwari Nagar, Near Sihani Chungi,

 Ghaziabad – 201001, (U.P.)

CONTACT NO. : 9811187714

MARITAL STATUS : Married

REFERENCE : Available on Request

Date:16/06/2015 (Dinesh Dutta)