

# CHARLIEMAN SANGMA

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## WORK EXPERIENCES

**Account and Audit Assistant** | Feb '23 - Present  
Shyam Chettri & Associates

Help in assisting in auditing, preparation of accounts, documents verification and reports.

- ☑ Accounting Support
  - Assisting in preparing financial statements and management reports.
  - Review and organized financial records.
- ☑ Audit Support
  - Assisting in internal and external audits.
  - Preparing and organizing audit documentation.
  - Reviewing financial records to ensure accuracy and compliance.
- ☑ Tax and Compliance
  - Ensuring adherence to tax regulations and assisting with tax filings.
- ☑ Financial Analysis
  - Assisting with budgeting, forecasting, and variance analysis.

**GST and Income Tax Intern** | Sep '21 - Aug '22  
Akshay Ajit and Associates

Providing assistance in tasks related to Goods and Services Tax (GST) compliance, income tax filings, and tax-related activities.

- ☑ GST Compliance
  - Assisting in the preparation and filing of GST returns (GSTR-1, GSTR-3B, etc.).
  - Organizing and maintaining GST invoices, challans, and other records.
  - Verifying purchase and sales data for reconciliation with GST filings.
  - Ensuring accurate claims of ITC and identifying mismatches.
- ☑ Income Tax Support
  - Assisting in the preparation and filing of individual and business income tax returns.
  - Helping calculate TDS, advance tax, self-assessment tax, or refunds.

**Multi-tasking Assistant (Contract)** | Mar '21 - Aug '21  
Secretariat, Govt. of Meghalaya

Assisted in maintenance of files and movement of files.

- ☑ Administrative Support
  - Managing files, records, and documentation.
  - Handling official correspondence and maintaining registers.
  - Assisting in routine office tasks such as photocopying, faxing, and data entry.
  - Delivering and receiving official files/documents between departments.

**Sales & Customer Interaction (Part-Time)** | Oct '18 - Dec '20  
Le Gateau Bakery Store

Managed sales and customer interactions, ensuring a positive customer experience.

- ☑ Sales Responsibilities
  - Presenting products to customers & persuading them to buy the products.
  - Discussing pricing, terms, and conditions to close sales deals.
- ☑ Customer Interaction Responsibilities
  - Building strong relationships by understanding customer needs and preferences.
  - Gathering feedback to understand customer satisfaction and areas for improvement.
  - Managing and resolving customer complaints to ensure satisfaction.

## EDUCATIONAL QUALIFICATIONS

**Bachelor of Business Administration (BBA)** | Jul '17- Jul '21  
Degree | Shillong College | NEHU

**Higher Secondary School Leaving Certificate (HSSLC)** | Jul '15 - May '17  
Class 10+2 | St. Edmund's Higher Secondary School | MBOSE

**Secondary School Leaving Certificate (SSLC)** | Apr '15  
Class 10 | National Institute of Open Schooling (NIOS)

## PROFESSIONAL SUMMARY

A dynamic professional with strong foundation in account, taxation, finance management and marketing, complemented by a keen eye for detail in assessing trends, identifying opportunities, and ensuring accuracy, I bring a versatile skill set to support strategic decision-making and drive business growth. My analytical skill, coupled with creative problem-solving abilities, enables me to navigate complex challenges, deliver insightful solutions, and contribute effectiveness in achieving organizational goals. Over the years in my career, I have gained hand-on experience of working with different organizations, including private, NGOs, and government owned entities. These exposures have given me with a deep understanding of the procedures and requirements tailored to various organizational structures. Beyond ensuring accuracy of books of accounts and financial records, I have honed my ability to implement best practices that enhance compliance, optimize processes, and support organizational efficiency. My experience in these setting taught me to maintain accurate financial records, manage data with precision, and prepare critical documentation and reports.

## SKILLS HIGHLIGHT

- Communication and Interpersonal Skills.
- Organisational and Time Management.
- Financial and Analytical Proficiency.
- Problem Solver and Decision Making Abilities.
- Attention to Detail, Documentation and Reporting.
- Adaptability and Multitasking.
- Creativity and Initiative.
- Team Collaboration and Leadership Support.

## TECHNICAL SKILLS

- Tally Prime and ERP Software.
- Advanced in MS Office Package (MS Excel, MS Word, MS PowerPoint Presentation).
- Spreadsheet Maintenance.
- Pivot Table Development and Data Sorting.
- Data Entry and Management.

## STRENGTHS

- Effective Communicator.
- Resilient and Enthusiastic.
- Open-minded.
- Team Player and Quick Learner.
- Creative and Initiative-Driven

## EXTRA CURRICULUM

- Learn Computer Languages and Programs to enhance Technical Proficiency.
- Reading Books, News, Articles, and Blogs.
- Listening to Music and Watching Educational Videos
- Exploring New Places and Outdoor Activities.