Manas PandA

(Singapore PR)

Mobile # +65-97810650

Email ID:- [manasrp1@Gmail.com](mailto:manasrp1@Gmail.com)

Professional with 14 years experience in financial and management accounting, financial Planning & analysis, payroll, reporting and control. Adept at problem solving, meeting with tight deadlines and producing quality work under pressure. Possess good knowledge in the use of professional finance software*.*

* Expertise in domains of Operational Accounting & Finance, budgeting, forecasting, financial planning & analysis, Taxation, Audit, Team management and Service standards for business excellence.
* Managing & Controlling for Account Closing such as Monthly, Quarterly, Annual Closing. Also handled allocations, translations and consolidations of multiple entities globally.
* Expertise in Payroll processing and accounting with 100% compliances to statutory payments.
* Preparation of all financial Reports, Including Profit Loss Statement, Balance sheet, Statement of cash flows, as well as yearend financial reports.
* Expertise in Revenue accounting under various billing model.(Time and material, fixed bid, cost plus mark-up).
* Analysis of Financial statements, financial Planning & analysis, Ratio analysis & Variance analysis and provided timely explanations and corrective actions as appropriate.

major Achievements

* Successfully migrated from People Soft to Oracle for Dell finance department for uniformly using a single platform (When Dell acquired Perot Systems Corporation).
* Successfully migrated from JDE Ed-ward to People Soft for Perot Systems Corporation finance for a single platform usage (When Perot Systems Corporations acquired HCL Perot Systems).
* Streamlined the process Accounts Payable, General Accounting and payroll processing within the time line provided.
* Successfully transitioned the APAC payroll system to Dell Penang.
* Ensured 100% compliance to all statutory requirements.
* Facilitated long term projection to EDB (Economic Development Board) and achieved significant tax benefits from Government. (Tax reduction from 17% to 10%).
* Drove various Audit Assignments (Statutory\Internal\Tax) for both Local GAAP and US GAAP simultaneously for multiple entities including manufacturing unit and finalized GAAP adjustments.

Dell Software Singapore Pte Ltd formerly known as Quest (Singapore) Pte Ltd. (JUNE 2013 – July 2016) - ACCOUNTING & Payroll Advisor in Singapore

Responsibilities

* Responsible for Managing Payroll processing and Accounting in APAC region interface with Automatic Data Processing Ltd.
* Preparation of all Payroll statutory reporting/Payroll Annual Audit (engaged with Deloitte) /Government surveys/Payroll projects and all day to day transaction and attending all employee day to day queries.
* Responsible for Audit Assignments with (PWC) for Dell Services Pte Ltd (Statutory\Internal\Tax) for both Local GAAP and US GAAP simultaneously for multiple entities including manufacturing unit and responsible for finalization of GAAP adjustments.
* Holds the distinction of being conversant with Accounts Preparation and Finalization as per general accepted accounting principles

Dell Services Pte Ltd Formerly known as Perot Systems (Singapore) Pte Ltd. (MAY 2004 – May 2013) - accounting Advisor & Asia Controller

Responsibilities

* Responsible for Accounts Payable/Receivable, General Accounting, financial planning & analysis in APAC region.
* Maintaining books of account for APAC region, Payroll checking & reconciliation, disbursement and statutory payment for APAC region.
* Accountable for month end activities i.e. Accounts Payable, General Accounting, budgeting, forecasting, Asset Management and Bank reconciliation includes Restatements also.
* Preparation of local statutory returns i.e. GST/PAYROLL Tax / Services Tax&CPF returns are submitted in local statutory board within stipulated period to avoid no compliances.
* Audit Engagement with (PWC) - Preparation of Balance sheet Schedules, Consolidation of Trial Balance, and Grouping, and financial & variation analysis.
* Coordination with onsite/offshore associates, Project manager with respect to 100% revenue recognition and employee related disbursements.
* Contribution towards organizational initiatives (e.g. Knowledge of Sox Compliance)
* Communication with all the associates to ensure that company policies and compliances are followed.

HCL Perot Systems, India (April 2002 – April 2004) - Finance associate

Responsibilities

* Responsible for Book Keeping for APAC region, Month-End Closure of Books of Accounts involving Provisioning of various Direct & Indirect Expenses, Bank reconciliations, Revenue recognition and Invoicing for UBS (Union Bank of Switzerland) one of the Principal Clients of Companies, Estimation of Monthly Revenue Accrual/summary to be circulated to the onsite managers & senior management in India and APAC.
* Assistance in preparation of Payroll/Employee Tax computation/CPF and employee tax filing.
* Responsible for Inter Company Accounts reconciliations in Asia-Pacific with principal entity in India.
* Offshore Audit Support for APAC region involving preparation of various Schedules to be attached with Balance Sheet & Profit & Loss Account of concerned entity & assisting in final audit of APAC-Malaysia entity which annual audit was performed in India

M/S STANDARD CARTONS PVT. LTD. (August 1999 – March 2002) - Sr. Accountant in India

Responsibilities

* Control & Supervision of day-to-day financial transaction, taking care India Sales Tax, Income Tax, Registered of Company, and Employees State Insurance Corporation & Employees Provident Funds.
* Projection of Company Results for the purposes of applying for loan with Banks and handling of Treasury related activities & Monthly Reconciliation of Banks.
* Responsible for annual Statutory Audits, Finalization of Balance Sheet & Profit & Loss Accounts.
* Liaising with Suppliers & Dealers to ensure companies policies had been followed and SOX compliances were taken care of.

M/S REPRO OFFSET INDIA PVT. LTD. (July 1998 – May 1999) - Accountant

Responsibilities

* Control & Supervision of Day-to-Day Financial Transaction, Payroll processing, Projection of Company Results for the purposes of applying Loan for bank overdraft, Treasury related activities and bank reconciliations.
* Responsible for annual Statutory Audits, Finalization of Balance Sheet & Profit & Loss Accounts.
* Responsible for local taxes preparation and submitted to Government.

M/S GENESIS (August 1993 – JUNE 1998) - Accountant

Job Profile

* Assisting in day-to-day financial transaction, bank reconciliations, supporting annual audit and taking care of Sales Tax.
* Manual Payroll processing and Accounting.

Professional Training AND EDUCATION

* Bachelor of commerce - Accounting and Finance, UTKAL University India.
* Master of Business Administration(MBA) – Finance, Punjab Technical University-India.
* Diploma in Computer application – Financial Accounting in 1995, Including Tally.
* Diploma in SAP–ERP (Finance & Controlling) systems-I have completed a course in SAP R/3 in FICO and worked in different applications in area of Finance. My exposure includes General ledger, Accounts Payable/Receivables- Webcom Technologies.
* Possess strong analytical and communication skills-British Council.

Key ACCOMPLISHMENTS:

* Consecutive three Silver award winners Q2 FY 11, Q2 FY12 and Q1 FY14.
* Have successfully completed local and International entity Liquidations and strike off.