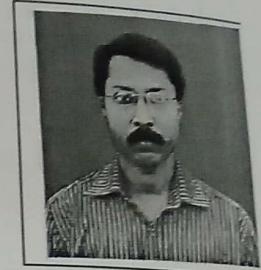


CURRICULUM VITAE**OBJECTIVE:**

Professional with over 23 years of hardcore experience in handling all transportations & cargo Finance & Accounts functions. Hence, stated this objective to work seeking challenging assignments for an organization with ample scope for combining my domain expertise platform in accordance with my qualification & skill.

SPECIALISATION: Finance & Accounts.**EXPERIENCE AS IN A CURRENT ORGANISATION:****PRESENT EMPLOYMENT STATUS: - (JOB PROFILE)**

- Now, I am working with "**M/s. Fretex Logistics Solutions Pvt. Ltd.**"- (Corporate Office), Kolkata, as DGM Finance & Accounts, since 21st Feb '2023 to till now.

> Job Responsibilities: Nature of KRA Exposures

- Looking after banking and branch CBS coordinating with the Corporate Team.
- Looking after Retail Collection (Paid & To Pay) including credit control and billing division.
- To run unbilled report daily, Bills preparation, Submission, and Collection thereof, positively to keep unbilled zero for particular month.
- Requirement analysis & client's interaction.
- Diagnostic ability- To go to the core of the problems.
- To control Operation, Administrative expenses and set budgets for all possible expenses.
- Creation & alteration of customer and vendor master records with incoming and outgoing payments, payments terms, payment methods including clearing & closing value with special G/L for down payment, interest calculation for outstanding invoices.
- Allocation of target, Budgets for expenses and preparation of Annual Business plan in terms of target achievement,
- Overall responsibilities of branches under accounting center with emphasis on corporate development in terms of profitability volume and services-oriented vendor development with cost effectiveness and planning.
- Review of all cost and revenue before month closing to identify and major discrepancy and follow-up with concerned group/staff.
- Compiling monthly analysis of revenue & cost.
- Analyze all financial MIS reports and find out Business vs operational expenses profitability in order to produce correct picture of financial status of the company to finance head
- Preparation of P/L with schedule, and Fixed Assets management.
- Evaluation of various MIS Report of the branches.

PAST EXPERIENCE

- Worked with "**M/s. Innovative Distributions Service Pvt. Ltd.**"- (Corporate Office), Kolkata, as DGM Finance & Accounts, since 18th Aug 2008 to 16th Jan 2023. (Including service period in "Quick N Safe" and "Innova Logistics Service Pvt. Ltd")

> Job Responsibilities: Nature of KRA Exposures

- Looking after all cash & banking works of the corporate office along with Director's Individual Accounts.
- Overall responsibilities of branches under accounting center with emphasis on corporate development in terms of profitability volume and service-oriented vendor development with cost effectiveness and planning.
- To control Operation, Administrative expenses and set budgets for all possible expenses.
- Creation & alteration of customer and vendor master records with incoming and outgoing payments, payments terms, payment methods including clearing open items and closing value with special G/L for down payment, interest calculation for outstanding invoices.

(Cont..)

- To take immediate action on check bounced, also taking special care for statutory compliance of TDS, GST etc.
- Credit management including follow up for over dues. As supporting to marketing and sales receivable departments coordinating with our clients for payments follow-up and data processing.
- Allocation of target, Budgets for expenses and preparation of Annual Business plan in terms of target achievement.
- Review of all cost and revenue before month closing to identify and major discrepancy and follow-up with concerned group/staff.
- Compiling monthly analysis of revenue & cost.
- Capacity for work – Cost Center accounting & meeting deadlines.
- Evaluation of various MIS Report of the branches. Analytical, accurate and timely reporting of monthly financial MIS corporate and business segment level Identifying and analyzing the trends and drivers of Business Performance Analysis Expenses, reporting of variance and comparison with budgets.
- **I had also worked with "M/s. SAFEXPRESS PRIVATE LIMITED"- (Corporate Office) New Delhi, as an S Executive– Finance & Accounts, Since 21th Dec.'2004 to 23rd June.'2008.**

➤ **Job Responsibilities:**

- a. To ensure error free CBS entries in ERP, closing of CBS on daily of all concerned branches, positively check CBS in all respects and send same to HO by routine.
- b. Setting of house banks, customization for Bank RECO, determination of bank clearing account for BRS posting, handling end-to-end user's query related to BRS.
- c. Regular follow up of Revenue Collection as, Paid, To-Pay & Minimization of C-I-H.
- d. Supervising Accounting & Financial activities of branches directly controlled by Corp. Office. This involves checking of records at corporate office, reports forwarded by Branches.
- e. Preparation of CBS, MBR, in general accounting global setting handling report as needed by Management Information System (MIS) with the chart of accounts.
- f. To collect all Paid, To Pay & Credit MRs and proper accounting thereof.
- g. To accounted for all money collected on daily basis with detail thereof, and ensure that none of amount should be kept **Unaccounted/ On Account**.
- h. To account for all money transferred from H.O. on same day & vice versa.
- i. To account for all inter branches transaction immediately.
- j. To reconcile vendor account from time to time.
- k. Follow up for any irregularities found into franchisee financial reports.
- l. Monitoring Agent's account and finalization of monthly commission.
- m. Finalization of Monthly Remittance.
- n. To monitor all payments & receipts and proper accounting thereof.
- o. To ensure that amount debited to freight rebate account should be approved.

- **I had worked with MNC service industries "TNT (Formerly known as Speedage Cargo Services)", as a Area Accountant at Mumbai, Goa, Chennai, Nagpur, Raipur, since 23rd. Apr.'2001 to 27th. Sep.'2004.**

➤ **Job Responsibilities:**

- a. Handling of daily branches fund requirements Vs. disbursement. Along with cash/cheque deposits and cash withdrawals etc.
- b. Preparation of daily bills & vouchers & CBS
- c. Preparation of weekly & monthly business report (MBR) & monthly return on investment report (ROI).
- d. Regular follow up of revenue collection as Paid, To Pay & Credit, and minimization of C-I-H.
- e. Setting of house banks, customization for Bank RECO, determination of bank clearing account for BRS posting, handling end-to-end user's query related to BRS.
- f. Finalization of monthly Expenses, BA's Commission & branch Remittances regarding touching route vehicle as well as market vehicles THC Adv./Bal. payments.
- g. TBB Period-Wise outstanding clearance as participating with marketing, sales persons and respective credit clients.
- h. Requirement analysis & Client's interaction.
- i. Co-ordination with other departments for data collection about other inter-branches. Also, Controlling and managing customers/supplier's ledger.

(Cont.... 3

ACADEMIC QUALIFICATION:
COMPUTER LITERACY:
Exposures to computer literacy; acquainted with working of computer in windows, Word, Excel, MS Office with expertise ;
Chat & Tables, Accounting systems of Tally Gold 9.2 ERP, Prime, Java & Oracle based programming package etc.

- Type : Permanent
Seeker Employment Status : Full Time
Preferred Location Category : Open & General

(B) PERSONAL PROFILES
Personal Assessment: I. II.

P. O. B.
Gender
Father's Name
Mother's Name
Domicile Address.

Correspondence Address

- Strengths - Logical thinker, Enthusiastic, Self confidence
Hobbies - Reading newspaper and Journals.

: 03rd. June'1979.
: Male
: Shri. Parshuram Das
: Smt. Kamala Das
: At.- Mangaraj Pur, P.O.- Sansidha-Mangaraj Pur, Via.- Batipara,
Dist.- Kendrapara, Pin Code- 754218 (Odisha)

Linguistic Proficiency
Marital Status
Nationality
Religion

: Prasant Kumar Das.
Madhu-Mohan Apartment,
Flat No.202, 2nd. Floor,
79, Nilmoni Shome Street, Bhadrakali, Uttarpara,
Hooghly- 312232 (WB)

Present Salary : INR 72,000 (Take Home/p.m)
Reference : Mr. BBH Sashtri

DECLARATION

I do hereby that, all the above information is true/correct to the best of my knowledge and belief. Also remain sincere to my duty in your organization.

Thinking you sir,

Yours truly



(PRASANT KUMAR DAS)

S i g n a t u r e

Place : Kolkata
Date : 25th January'2024