Mobile No: 09910143324,08010883906

E-Mail: dibyendusenus@yahoo.com; sen.dibyendu2009@gmail.com

##### SYNOPSIS

* A Hard-working professional with Bachelor in Commerce from Calcutta University.
* Keen learner with constant zeal to acquire new skills.
* Pleasant personality with good presentation skills.
* Sound Accounting knowledge
* Work Experience of 7+ years
* Good Interpersonal Skills

##### Career Objective

To be a part of an esteemed organization & acquire the opportunity to enhance analytical & Leadership skills to support the Organization to achieve their goals.

# Qualifications:

**Bachelor of Commerce**

**College: Calcutta Univercity**

**Year: 2001**

**Diploma in Financial Accounting (DFAS)**

**from State Youth Centre, Govt. of West Bengal in 2003.**

**Pursuing PGDBM(FIN) from SCDL,PUNE.**

##### Computer Skills

* Microsoft Office
* Knowledge of SAP
* Lotus
* Cockpit

##### Work Experience

1. **Organization** **M/s WHIRLPOOL ASIA PRIVATE LIMITED**

**Designation** Account Specialist in Finance Shared Service Center.

**Experience** July 2012

**Job Profile:** Accounts Payable

**Job Responsibilities**

* MM, FI invoice processing.
* Solely responsible for imports and custom’s vendor booking & CHA payments
* Responsible for E Duty payment through ICEGATE site
* Responsible for Securities issuing and booking the same
* Coordinating with vendors to get the invoices in time and maintaining the SLA
* Assisting the Vendors with their queries via E-mail and calls
* Responsible for making the payments of 22 branches
* Responsible for maintaining imprest account of the branches
* Regular invoice processing
* Responsible for Credit note & Debit Note processing
* Responsible for validating the Excise Duty, Custom, VAT and Service Tax percentages and amount in the invoices as per the recent tax regulations
* Handling taxation for all vendors
* Booking the advances of the vendors
* Responsible for making urgent payments by issuing cheques
* Responsible for Vendors account clearing, Advance Adjustment, and settlements
* Intercompany balance reconciliation as a month end activity
* Reconciling the Vendor Accounts(Domestic & Foreign)
* Preparing Monthly MIS for GIT.
* Providing process training to the new joinees
* End to end knowledge of Services department and Pune Plant

1. **Organization** **Mynd Solutions Pvt. Ltd.**

**Client Yum Restaurants (India) Private Limited & S-Tel at rgaon.**

**Designation** **Account Executive**

**Experience** Since’May-08

**Job Profile**: Accounts Payable

**Profile For S-TEL**

* Auditing & Processing of Invoices.
* Vendor & Bank Reconciliation.
* All kind of OPEX invoices process.
* MIS Report Generation for booking of invoices, updating payment details & deductions, if any.
* Employee Reimbursement & Employee Travel claim.
* Vendor & Employee advances.
* Making payment through NEFT, RTGS & Cheque.
* Creditors Ageing.

**Primus Telecommunication.**

* Telecom invoice auditing through system.
* Processing of telecom invoice.
* Dispute Log in system.
* Dispute analysis.
* Follow up with Vendor related to dispute log
* Prepare of MIS of Outstanding Vendor, Dispute types etc.

**Profile For Yum Restaurants (India) Private Limited:-**

* Having Working experience in JD Edwards ERP Package.
* OPEX Invoice Processing related to Marketing Activities.
* Processing of CAPEX Invoices also.

1. **Organization** **Chrysalis Plasso (Co-packer Unit of Rekitt Benckiser, at Baddi, HP**

**Designation** **Executive-Administration & Accounts**

**Job Profile**: **Accounts Payable**

**Experience**  **Nov-05 to Apr-08**

* Looking after day to day Purchases and sales.
* Responsible of cash management and daily operating voucher maintenance.
* Preparation of Sales Tax / PF /Service tax calculation.
* Preparation of monthly Procurement as per production.
* Raising PO accordingly Requirement.
* GRN Entry , Stock control, Dispatch and stock statement preparation
* Look after logistic Department.
* Follow up with vendors for RM/PM schedules.
* Preparation of vendor and Stock reconciliation.
* Daily stock reports to higher authority.

**4 . Organization**  **Audit Clerk with C.Goswami & Co**

**Designation** **Executive-Administration & Accounts**

**Job Profile**: **Accounts Payable**

**Experience**  **June-05 to Oct-05**

* Maintenance of Cash Book.
* Processing of Bills and making of the payments.
* Preparation of Bank Reconciliation Statement on month basis.
* Preparation and Maintenance of Vouchers.
* Assist in preparation of General Ledger and Finalization of Accounts.
* Maintaining Accounts of various Individual and Companies in Tally.

Back office Executive & Junior Accountant in Sriram Enterprises.

* Cash Vouching & Bank Vouching
* Maintaining daily Cash Register.
* Various Reconciliations.

##### Personal Information

**DOB :** 22nd Nov 1977.

**Languages Known :** Hindi & English

Pan : GBNHJ1236K

Passport : D4563210

Gender : Male

Marital Status : Married

**Address :**Purba Sinthee Bye Lane. Kolkata-700030.

**Phone** :(033)2548-9611.2548-8205.

**E-mail** :dibyendusenus@yahoo.com

##### Hobbies

Listening to Music, Travelling

##### Strength

A dedicated individual with enthusiasm, drive, and commitment

##### Skills & Abilities

* Willingness to take responsibilities and ability to work efficiently and productively under any kind of stress
* I am also confident of my ability to work in a team.

##### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours sincerely,

**Dibyendu Sen**