Account Payable **– Supervisor**

**Tapas Sadhukhan**

**Vill-Gobinda Pur, PO- Diara**

**PS- Singur, Dist – Hooghly**

**West Bengal, India**

**E-Mail:** [sadht@gmail.com](mailto:sadht@gmail.com),fggh.fggf@gmail.com

# **Mob: 91 9830972451, 6932586325**

#### Personal Details

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| Date of Birth | 03/12/1986 |
| Gender | Male |
| Country of residence | India |
| Religion | Hindu |
| Career Objectives | To be an asset of the company which I join with a great dedication & passion towards my work if any opportunity given to me. |
| Total Years Of Experience  Passport  Pan | 7 years  F4521031  BNVGH1452N |
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#### Academic Qualifications

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| **Qualification Level** | **Bachelor's Degree** |
| Institution | Calcutta University, West Bengal |
| Stream | B-Com (Hons) |
| % of Marks | 62 % |
| Graduation Year | 2007 |

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| **Qualification Level** | **Higher Secondary Education** |
| Board | West Bengal Council of Higher Secondary Education. |
| Institution | Surendra Nath Vidyanikitan. |
| % of Marks | 54 % |
| Year of passing | 2004 |

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| **Qualification Level** | **Secondary Education** |
| Board | West Bengal Board of Secondary Education |
| Institution | G.P.P.C. Vidyalaya |
| % of Marks | 59 % |
| Year of passing | 2002 |

#### Other Qualifications

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| **Qualification Level** | **Diploma/Certificate** |
| Course Name | Computer Programming and Application |
| Institution | Ramkrishna Mission Computer Centre, BelurMath, Howrah. |
| Course Content | Operating System (Windows'2000,XP,2003,Unix,Dos),   Office Automation Package (Office '2000,XP,2003,2007), Data Base Package(FoxPro),Programming Language(C,C**++,**HTML) |
| % of Marks | 85 % |
| Year of passing | 2007 |

#### Strengths / Achievements

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| Good working knowledge in different customized packages and Office Automation Package.  I got E3 award multiple time, recently for leading new project. |
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#### Work Experience

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| **Employer** | **TEOCO Software Pvt Ltd.** |
| Position | **Account Payable (Supervisor)** |
| Date Joined | 01/02/2010 |
| Location | Salt Lake, Kolkata |
| Details | Dept: Cost Management Services (Accounts Payable)  Process details –   1. Processing PO and Non-PO telecom carrier access circuit billing invoices and credit notes 2. Making vendor reconciliation, payment reconciliation in regular interval of time. 3. Verification of Payment due date and checking different payment check points. 4. Validation of invoices – 3 way match, approval matrix verification for NON-PO invoices. 5. Making analysis of different type of network cost. 6. Verification of invoices before loading into client’s payment system. 7. Notifying discrepancies (if found) to the concerned parties ( vendor, client etc) 8. Ensuring SLA wise deliveries to the client’s payable system. 9. Ensuring timely processing of expedite invoices requested by the client.   Key responsibilities –   1. Verifications of invoice discrepancies before raising it to concern parties. 2. Verifications of entries which are specially supervisor review requested by the client. 3. Verification vendor reconciliation, payment reconciliation in regular interval of time 4. Conducting meeting/discussions with the US office or with the client regularly for sharing team update/daily activities/process update etc. 5. Preparing MIS and different types of Reports and presentations. 6. Preparing daily production report for the Team Managers 7. Making quarterly review of the team members and active involvement while setting up goals for the team members with the managers. 8. Conducting weekly discussions with the team members to share client side updates/customizations for implementation. 9. Doing follow-up with the client/US personals for the issues raised. 10. Conducting one by one meeting session with the team members to listen the difficulties (if) they are facing in regular processing and notifying the same to the process manager. |

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| **Employer** | **HDFC Bank Ltd (Under the payroll of ADFC Pvt Ltd.)** |
| Position | **Jr. Officer ( Clearing and Cash Management System)** |
| Date Joined | 11/7/2008 |
| Date Left | 14/08/2009 |
| Location | Kolkata |
| Key responsibilities | Dept: Clearing and CMS  **I).** Making fund transferring entries in online system.  **II).** Processing Cheques, Drafts, Manager’s Cheques, NEFTs, and RTGS  III). Maintaining different GL A/Cs , Payable and Receivable A/C and passing entries.  IV). Maintaining outstation payment and collection accounts and preparing MIS).  V). Preparing return for the customers, collecting charges and service tax for returns cheques.  VI). Maintaining service tax and Return Charges A/C and MIS  VI).Solving queries relating with returns and outstation payment and collections by phone and mails**.** |

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