

KISHORE KUMAR DEY

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Achievement-driven professional targeting assignments in Finance & Accounts with a growth-oriented organization

SKILL SET	PROFILE SUMMARYS
<i>Finance/ Accounting Operations</i>	<ul style="list-style-type: none">A competent professional with rich experience of Finance & Accounts
<i>Accounts Receivables/ Payables</i>	<ul style="list-style-type: none">Well versed in MS Office Tool, Tally & SAP
<i>GL Reconciliation</i>	<ul style="list-style-type: none">Experience in project transition & data migration from Oracle to SAP & ECC to S/4HANA
<i>Compliances</i>	<ul style="list-style-type: none">Effective in controlling all receivables, payables & GL reconciliation
<i>Process Improvement</i>	<ul style="list-style-type: none">Team handling, People management, Resource Planning & Manpower Training
<i>Bank Reconciliations</i>	<ul style="list-style-type: none">Proficiency in arranging various reports to comply GL Variance Analysis, Statutory and goods & service tax, audit documentation
<i>Variance Analysis</i>	<ul style="list-style-type: none">Managed vendor relations as well as timely and accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
<i>MIS Management</i>	<ul style="list-style-type: none">Regularly evaluated and investigated matters such as internal controls to identify areas subjective to potential financial risks and recommending augmentations to increase operational efficiency
<i>Migration/ Transition</i>	<ul style="list-style-type: none">Exposure in managing monthly/ quarterly/ annual closure schedules, Bank Reconciliation, Trial Balance; ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger
	<ul style="list-style-type: none">Excellent in maintaining a working relationship with bankers, Debtor and Creditors; negotiated settlements and restructured financial liabilities with bankers for restoring financial health of the company (funds / working capital)

ORGANISATIONAL EXPERIENCE

Since Apr'09: Vodafone Idea Shared Services Ltd., Ahmedabad, Gujarat as Specialist-Team Lead (Order to Cash)

Role: Team Lead (Order to Cash)

- Working on statutory books of accounts including reconciliation statements and financial statements, ensuring compliance with accuracy norms
- Team handling – Resource palning, manpower training and prepare KRA's & deliverables of the team to achieve operational success
- Preparing and maintaining SOPs and training to new joiners and cross function
- Revenue recongnisation, Trend analysis to identify the reason for increase/ decrease and reporting to higher manangement
- Conducting periodical review of trial balance, necessary corrective action to ensure proper quality of accounting
- Month on Month / Quarter or Quarter General Ledger variance analysis
- Analyze, forecast and prepare monthly and quarterly cash flow projections
- Migration to S4/HANA from SAP ECC
- Formulating monthly revenue & cost accrual / provisioning for domestic & international roaming
- Provided accuragte and timely financial information to management for decision making purposes
- Addressing queries/ disputes with international customers & vendors along with financial/ data clearing house
- Review month closing activities like Provisioning & Accruals and ensuring timely AR, AP & GLs closing
- Review balance sheet GLs reconciliation at PAN India level
- Arranged various reports to comply DOT, SOX, statutory and goods & service tax audit documentation
- Hands on experience for Migration of activities from circle office to shared service & Oracle to SAP

Highlights:

- Identified revenue bill generation from SAP & implemented which result into saving of 96 hours of effort per month
- Automated the preparation of Monthend revenue & Cost accrual reports using MsAccess that had previously required 92 hours of effort per month
- Reduce Forex loss impact by implementing Forex payment from receivable EEFC A/c instead of INR Bank A/c
- Implemented the Goods & Service Tax (GST) accounting system and trained staff on all accounting modules
- Reduced the International Vendors payment TAT by 6 days by changing process from hardcopies to softcopies of invoices

Apr'07 – Mar'09: Reliance Retail Ltd., Ahmedabad, Gujarat as Commercial Executive (Account Payables)

Role:

- Arranged GRN, STN & Invoice posting of various locations in SAP
- Managed the booking of purchase & expenses of RFPSL company
- Ensured timely payment of mandi tax & ensured quarterly submission of returns
- Checked monthly provision of RFPSL

- Prepared MIS of RFPsL
- Maintained book stock with physical stock

Apr'06 – Mar'07: Oswal Extrusion Ltd., Ahmedabad, Gujarat as Account Assistant

Role:

- Ensured timely payment of TDS & FBT
- Designed MIS and submitted monthly stock report in bank
- Computed quarterly TDS & VAT returns
- Completed the bank reconciliation of CC Account, EPC Account & Current Account
- Coordinated with Internal Auditor regarding their queries

May'05 – Mar'06: Greendiam Exim Pvt. Ltd., Ahmedabad, Gujarat as Division In-Charge (Account Executive-Cosmetic Division)

Role:

- Processed entries regarding material receipt in Cosmetic Division, here a FoxPro base program of account was maintained
- Managed billing of material as per ASM order
- Generated credit note & debit note
- Worked with Delhi, the H.O. for accounting related works

Aug'02 – Apr'05: C.N Somani & Associates, Ahmedabad, Gujarat as Audit Executive & Taxation Assistant

Role:

- Organized bank branch audit of Bank of Baroda
- Performed:
 - Tax audit of various partnerships and proprietorship concern
 - Internal audit in Nova Petrochemicals Ltd.
 - Statutory audit of various private limited & limited companies

EDUCATION

- **MBA (Finance)** from Sikkim Manipal University in 2017
- **M.Com.** from Gujarat University in 2004
- **B.Com.** from Gujarat University in 2002

CERTIFICATIONS

- Lean Six Sigma Black Belt from XLNC Academy International Pvt Ltd.
- SAP Finance & Controlling(FI-CO) Power User Course from The Institute of Cost Accountants of India
- KPMG's Course for Telecom Accounting Professionals (KCTAP)
- Project Management Program Certification from Simplilearn

PERSONAL DETAILS

Date of Birth: 24th September 1980

Marital Status: Married

Language Known: English, Gujarati, Hindi and Bengali

Passport Number: R1631822 Valid Till: 16th July 2027

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