**Suparna Kanti Das**

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**Career Summary**

A proactive and dynamic Finance professional with more than 15 years experience in Finance & Accounts, SAP and SOX compliance. Having completed CA ( Inter) and wide experience in Regional HQ, Sales Office as well as in Manufacturing Unit. Have been taking care of Finance & Accounts for entire North East India and at present responsible for Finance, Accounts, and Administration of the 3 of the major bottling units in East Zone. Working with Diageo India, world’s largest producer of spirits , for last eleven years.



**Career Objective**

Aspiring for challenging opportunities in leadership position in Finance & Accounts domain inorder to contribute to the sustainable growth and development of the organization. Would like to learn and grow along with the organization.



**Work Experience**

**Diageo, India (United Spirits Ltd.) December, 2006 to December,2017**

**Sr. Manager – Financial Accounting**

**June 2012 to Dec 2017**, At Unit Gopalpur (on sea), Odisha,

The largest capacity plant in eastern zone as Regional Resource.

Heading Finance, Accounts, and Administration of entire 3 units in Odisha Cluster

Functionally reporting to Regional Finance Head.

**July 2009 to May 2012,** At North East- Guwahati Sales Office

Finance Controller for entire North East Area

**Dec 2006 to June 2009,** At Regional Corporate Office, Kolkata,

Coordinating with 5 plants and 6 sales offices for all Finance, Accounts, Audit and compliance related activities

**Achievements:**

For the 1st time 100% customer reconciliation was done which was highly appreciated by the higher management

In Financial 2012-2013, awarded as the Top Performer of East Zone for Finance and Accounts

In Financial 2014-2015, 2015-2016, 2016-2017 achieved 100% score in SOX audit consistently.

**Responsibilities:**

* Financial Accounting:-
* Fund Management and consolidation / analysis of East Zone Cash Flow.
* Consolidation of accounts at RPC Level (Units, Sales Offices, RPC)
* 100% adherence to SOP & SOA.
* Complying with Statutory Dues (Sales Tax, TCS, TDS, Excise Duty, ESIC, P. Tax, Service Tax etc.).
* Assisting in implementing internal control and coordination with auditors both for Internal & Statutory Audits including CARM, SOX, C-Quel audit along with preparation of different Schedules.
* Responsible for completion of Tax Audit & Statutory Audit.
* Sales Accounting:-
* Contribution analysis at Branch level.
* Fully responsible for entire North East Debtors and reconciliation thereof.
* Monitoring various incentive Schemes like, LASP / RASP etc.
* Responsible for Customer Credit Management analysis thereof.
* Manufacturing Accounting:-
* Responsible for all financial matters of the Unit including Fund Management, working capital, production savings, MIS.
* Responsible for Vendor Credit Management analysis thereof at regional Level
* Statutory compliances Like Sales Tax / Service Tax/ GST /C and F Form etc. of entire Odisha.
* Responsible for all Balance sheet / P & L a/c items of the Units
* Responsible for Various types of weekly / monthly reporting like Brand costing analysis, Finance Report, Wastage analysis, Scrap analysis, Variance Analysis, COGS reconciliation ( MIS – FA Reconciliation ) analysis etc.
* CAPEX related all monitoring / activities
* Responsible for SOX implementation and monitoring of the same at the unit level
* Additional Responsibilities:-
* Being member of Site Steering Committee responsible for all the Manufacturing Excellence activities budget, expenditures and tracking the profitability
* Practice champion of Focused Improvement and thereby leading the team for Loss and waste analysis in terms of monetary impact. And giving time to time feedback to the Implementation Task Force on progress of savings on Focused improvement projects

**Radico Khaitan Ltd. July, 2003 to November, 2006**

**Sr. Accounts Executive**

Eastern Zonal Office, Kolkata

Responsibilities:

* Manufacturing Accounting:-
* Responsible for financial matters of all manufacturing units based at East Zone.
* Ascertainment of Contribution (Brand wise, Size wise, Source wise)
* Preparation of MIS for all manufacturing units in East Zone (Wastage / Breakages analysis, Cost analysis).
* Accounts reconciliation with manufacturing units/ TMU’s after confirming the Royalty thereof and subsequently compilation with the mother unit
* Sales Accounting:-
  + Issue of Credit Notes to Debtors against Scheme Settlement and Debtors reconciliation at their end.
  + Debtors ageing and Cost Card fixation related various activities.
  + Credit limit fixation of Debtors depending on their capacity / past records.

**Shaw Wallace Distilleries Ltd, Liquor Division May 2001 to June, 2002**

**Accounts Executive**

Eastern Zonal Office, Kolkata

**AKS and Associates** June, 2000 to April, 2001

Audit Assistant

Kolkata

**AKS and Associates** June, 1997 to May, 2000

Article Clerk

Kolkata

**Academic Qualification**



CA (Inter) and one group of Final Exam, in 2006

The Institute of Chartered Accountants of India (ICAI), New Delhi

B. Com (Hons.), in 1997

Goenka College of Commerce & Business Administration, Kolkata



**Computer Exposures**

Fully conversant with SAP (FI, MM, PP & SD Module)

Working Knowledge in MS OFFICE, LOTUS SMART SUIT, TALLY, ORACLE 7.1

Completed 1 Year Certificate Course from ICAI Computer Centre.



**Extra-curricular activities:**

* Participated XVIII National Learn to Live Together Camp in 1988 (National Integration Camp) at Indian Council For Children Welfare, 4, Deendayal Upadhaya Marg. New Delhi. Participated as a representative of the state of West Bengal from Jawahar Sishu Bhaban, Kolkata.
* Stage performance of MIME at Jawahar Sishu Bhaban, Kolkata
* Having a Diploma in Art from Sarba Bharatiya Sangeet-o-Sanskrit Parishad (Recognised by Sangeet Natak Akademi, Govt. of West Bengal), Rabindra Bharati University.



**Other details:**

Date of Birth : 25th October, 1976

Father’s Name : Late Ajoy Das

Marital Status : Married

Language Known : English, Hindi, Bengali (Can speak Assamese and Oriya)

Date: 11.02.2018 (Suparna Kanti Das)