**SMITA DAGA**

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***Profile Summary & Objective:***

*Professionally a* ***Chartered Accountant,*** *I am currently working as* ***Assistant Accounting Manager & Financial Controller****, with Abatek (Asia) Company Ltd. I have had over 4 years of professional experience (including 2 years of international experience), and 3 years of Articleship Training. I have Managerial experience of Audit, Finance & Analytics, which has helped me to* ***Save Cost*** *and* ***Improve Efficiency*** *for my organization.*

*I am looking for a challenging career in a Finance profile where my business & analytical skills can be effectively utilized to make significant contribution towards growth & development of the organization & self.*

***Key Skills, Knowledge & Exposure:***

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| * *Financial Accounting* * *Budget Preparation & Presentation* * *Variance analysis* * *Cost control & Monitoring* * *Cash Flow Management* * *Inventory Review and Reporting* * *Statutory Audit* | * *International Subsidiary Set-up* * *International Subsidiary review and reporting of Operations & Finances* * *Product Cost & other Cost analysis* * *End-to-end project management* * *Liaison with Financial Institutions* * *Internal control and Audit* |

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| **PROFESSIONAL EXPERIENCE** |

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| **Abatek (Asia) Co Ltd.** *September 2015 – Till date* |

* Assistant **Accounting Manager and Financial Controller** with dual reporting to both Finance Director and Managing Director.
* Responsible for ensuring proper recording of financial information in compliance with accepted accounting principles and **regulatory compliance** guidelines.
* Responsible for maintaining adequate internal control by formulating internal **control policies** and formulating the **KPI** for various departments.
* Analysis of following reports:
  + **Accounts Receivables’** report**:** Aging analysis to manage timely collections
  + **Non-movement Inventory** report: provide relevant, and actionable financial information
  + **Quality Reject** report: to understand the reasons for reject and calculate **Cost-of-Quality**
* Accountable for providing mentoring and coaching to direct reports to ensure the achievement of departmental performance objectives and organizational goals.
* Review & Analyze monthly revenues & expenses, and presentation of **Variance Report** to the MD
* **Liaison with Financial Institutions** to provide credit facilities to the company's growth.
* Work closely with external auditors on operational, financial, compliance and risk-based audits.
* Handled **Indonesia subsidiary office set-up**, including Incorporation & Registration (Domicile certificate, Work-Permits, Tax Reports, Bank account opening, etc.)
* Review & Present Operations Summary and Tax Planning of other **International Subsidiaries** to the MD and top management (subsidiaries in: China & Malaysia)
* **Product cost analysis**: comparison between Standard Costing versus Actual Costing
* Responsible for achieving departmental efficiency and effectiveness through ongoing workflow analyses and process improvement initiatives.

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| **Ion Exchange Asia Pacific Thailand Limited(IET)** *January 2014- September 2015* |

* Preparing Financial Accounts for two companies Ion Exchange Thailand (Water & Waste-Water Turn Key Project) and Ion Exchange PSS (trading in Chemicals in Domestic and Export Market)
* **MIS preparation, Variance Analysis, Project-wise reporting, including high-lighting concerns to Top-Management with corrective measure for the same**
* Annual & Quarterly budget preparation &presentation of Annual performance to CXO team
* **Cash-flow management** & Liaison with bank on a regular basis for credit lines requirement
* Involved in **Secretarial matters** for the Company and Assisting Commercial Directors in all matters
* Prepare **proposals for new investments,** including Financial & Technical viability
* **Supervising & Coaching executives** involved in journal entries, filing of returns, credit monitoring & other accounting activities
* Assisting with business license renewal and other formalities related to Board of Investment (BOI)
* Reviewing & Resolving **Contractual and Commercial clause/issues** (Contract management with clients and vendors); understanding elements of the contract like pricing, payment, default, penal clause, interest rate, subcontracting contract, and insurance cover if any
* Work with Sales Managers to determine **Pricing Strategy** and **prepare Commercial offers for projects**
* Offering advice and direction to sales & projects team on **commercial and legal matters**
* Identify **internal process improvement** opportunities; Plan & implement new/refined processes
* Performing **Internal Audit**& preparation of stock/inventory reports on a regular basis
* Identify areas that are not in keeping with **regulation practices**& taking corrective action on the same
* Ensuring adherence to **contractual obligations** by all stakeholders (such as admin, operations, etc.)
* **Managing Administration Department** and coordinate daily operations
* Custodian of internal **DOA policies** (such as HR, Finance, Purchases, etc.), & ensure strictly adherence

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| **KPMG, Hyderabad** *March 2012 - August 2013* |

* Was working as an Associate conducting Statutory Audits, Limited Reviews, Tax Audits, Stock Audits for both Public & Private Limited companies across sectors - Power, Healthcare, IT, Construction, Shipping and High precision manufacturing
* Involved in client interaction (including client's Top Management) on Audit planning & executions, Risk assessment, Standard operating procedures, and Operational & Financial performance
* Performed supervisory responsibilities as an engagement in-charge which involved managing client deliverables, project management, training to junior and colleagues
* Applying audit and accounting methodology during the course of the audit assignments to verify the compliance of the financial statements of the client with the requirements of Revised Schedule VI of the Companies Act, Listing Agreements and applicable Accounting Standards and suggest improvement procedures
* Audited areas - Revenue & Receivable, Purchase & Payable, Fixed Assets, Treasury, Taxes, Payroll, etc.
* Have handled several first time client and always given the deliverable within the deadline framed
* Was a member of the forensic investigation team for a leading company in chemical industry

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| **M/s Dutta Sarkar& Co. Chartered Accountants, Kolkata** *October 2007 - April 2011* |

* Was involved in the execution of all phases of the audit process including, planning, substantive testing, financial analysis and review of internal control on overall business cycle -Revenue & Receivable, Purchases & Payables, Treasury, Payroll, Fixed Assets, and presentation of the audit findings to the management.

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| **HCS Infotech Technology Private Limited, Kolkata** |  | *May 2006 - October 2007* |

* Was involved in preparing accounting records and financial statements reports. Analyze and transit the manual records to the computerized accounting system.
* Handled ledger accounts and keeping the check for any invoices or payments
* Carried out bank reconciliation activities for the Accounting year and was responsible for monitoring and managing the company’s cash flow, avoiding outstanding expenses and managing the petty cash.
* Assisted in carrying out Company’s internal Audit.
* Preparation and filing of Vat Return, Income Tax Return, Service Tax Return, TDS Return, EPF Return (Theoretical knowledge)

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| **ACADEMIC QUALIFICATION** |

* **Chartered Accountant (CPA equivalent in India)**, batch of November-2011 (Passed)
* **Bachelor of Commerce** (Finance) from **St. Xavier’s College**, Calcutta University 2006-09
* Higher Secondary School through CBSE Board in year 2005-06 (90%)
* Secondary School through CBSE Board in year 2003-04 (85%)

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| **ACHIEVEMENTS & AWARDS** |

* Received letter of recognition within six months of joining from the Head of Import Export Head Office of Ion Exchange India.
* Won the Super Team Award in September 2012 quarter for IFRS audit of KSK Power Venture Plc.
* Awarded as one of the “Lead participants” in the KPMG Academy held in Chennai, September 2012.
* Awarded “Best Participant” in General Management & Communications Skills (GMCS) program held by Eastern India Regional Council, ICAI in February 2012.

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| **OTHER INFORMATION** |

* Worked with **Accounting Software: Navision, QuickBooks, Express, Tally, FoxPro, etc.**
* Fully conversant and proficient in working with **MS office – Word, Excel, PowerPoint**
* Proficient in spoken and written English; Intermediary level in spoken Thai
* Have worked using E Audit – an in house engagement management environment used by KPMG, and IDEA- Monetary Statistical Unit Sampling Software
* Active member in CSR activities organized by KPMG
* Was the captain of school cricket team for two years
* Involved in teaching slum children in Sri Vidya Mandir, a school associated with Art of Living

***References & any other information, if needed, can be provided on request***