

Subhasish Dasgupta

Date of Birth: 03 March 1990.

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OBJECTIVE

Aspire to work in an organization with a professional-work-environment where I can seek a challenging career that encourages learning, creativity and provide exposure to new ideas and stimulate personal and professional growth which would contribute great deal of work in an organization for its better identification to the corporate world. I am a proactive team player with a proven track record of summarizing, standardizing, analyzing management and financial information.

EXPERIENCE

Present Organization

CAPGEMINI INDIA PVT. LTD.

Designation: Associate Consultant.

Role: Accountant.

Location: Kolkata.

Work Tenure: June 2014 – Present.

Department: Finance & Accounting.

Responsibilities:

As a Finance Analyst:

- Invoice processing in ERP (SAP, Oracle – R12) and Query Resolution.
- Prepare payment batches for Domestic, Foreign, Inter-company out-of-netting and Employee expenses.
- Review all invoices for appropriate documentation and approval prior to payment.
- Process P.O. matching invoices, up to 100 plus line items.
- Prepare and process accounts payable checks, electronic transfers and payments.
- Take calls with clients and resolve their queries on priority.
- Compose effective accounting and ad-hoc reports summarizing Accounts Payable data.
- Prioritize invoices according to cash discount potential and payment terms.
- Identify transactions from bank statement and perform bank reconciliation with AP-GL ledger accounts.
- Accumulate Accounts Receivable data and get the refunds for the Debit balance customers.
- Identify Refunds from Suppliers and post it to respective Journals, Invoices and Accounts.
- Vendor Management and Negotiations.
- Reconcile vendor statements, research and correct discrepancies.
- Creating bank accounts of vendors and employees.
- Improve cash-flow and renegotiate payment terms of suppliers.
- Maintain files and documents thoroughly and accurately, as per company policy and accepted accounting practices facilitating “no fault” internal and external audits.
- Sort out and distribute incoming e-mails from generics.
- Meet SLAs and KPIs. - Process specific - Results Driven.

As a Reporting & Reconciliation Analyst:

- Performing Accounts Payable reconciliation (record to report) for client shared service.
- Prepare Payment on Time (POT) report on monthly basis and set-up calls to improve the percentage.
- Prepare and analyze Cash Forecast report for upcoming invoices due for payment.
- Prepare analysis of accounts and monitor accounts to ensure payments are up to date.
- Prepare quality finance report on monthly basis for forecasting cash out-flow.
- Prepare weekly aging report for unpaid invoices using functional currency as per forex rates.
- Intercompany reconciliation of Due To and Due From account.

Delivered results:

- Recognized with a Spot Award Certificate and cash reward for Excellence in Customer Delivery for outstanding performance and lasting contribution in F&A department for March 2016.
- Got involved in structuring email distribution process using Q2R application which ultimately proved good tracking mechanism by system itself without any manual intervention.
- Got involved in Oracle R12 testing team and single handedly controlled the processing and payments part of one operating unit in January 2016.
- Restructured Return-to-vendor (RTV) process, which streamlined coordination with client and procurement in November 2015.
- Recognized with a Spot Award Certificate and cash reward for Excellence in Customer Delivery for outstanding performance and lasting contribution in F&A department for October 2015.
- Came up with a new idea for the department to provide best service to the vendor which later turned into a Kaizen project and was awarded with a 1.09 score.
- Restructured the purchase order approval process, which allowed project managers to submit invoices for payments faster. Gained greater control of the monthly accounts payable process.
- Resolved transactions and invoice issues in collaboration with associates and supervisors.
- Played a key role in the company's saving 4000 EUR quarterly in early payment discounts by streamlining the payment process and making payments twice a week according to a particular schedule.
- Played a key role after new financial application implementation in bringing two months' backlog in 21 days which resulted in saving vendor's reminder fees and legal letter followed with appreciation from clients.

Competitive advantages:

- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Ability to handle, trouble shoot, and resolve recurring or occasional bottlenecks.
- Effectively analyze situations and provide innovative solutions.
- Ability to stretch as and when required meeting the client's demands.

Industrial Training**BRITTANIA INDUSTRIES LIMITED, Kolkata****8th April 2014 – 15th April 2014**

- Performed a detailed study on Biscuit making process.
- Analyzed marketing strategies involved in the distribution of products to end-consumers.
- Recommended some changes to the authorities in framing Accounting policies in the financial statements.

Summer Internship**COAL INDIA LIMITED, Kolkata****6th May 2013 – 28th June 2013****Designation:** Intern.

- Analyzed Accounting Standards involved in the Financial Statements.
- Analyzed distinguishing elements between Ind-AS and present Accounting Standards.
- Performed a detailed study and analysis of Over Burden Removal Accounting.
- Recommended some changes to the authorities in application of AS – 3, AS – 9, AS – 11 in the financial statements.

EDUCATION

Name of Exam	Year of Passing	Name of the Institute	Board / University	Marks Obtained
MBA	2014	Birla Institute of Technology, Mesra, Ranchi	Deemed University	82.30 %
B.com (Hons.)	2011	City College of Commerce & Business Administration, Kolkata	Calcutta University	53 %
I.S.C	2008	Little Star High School, Bally	I.S.C	70 %
I.C.S.E	2006	Little Star High School, Bally	I.C.S.E	70.02 %

MBA: Specialization in Marketing and Finance.

B.com: Specialization in Accounting and Finance.

PARTICIPATION AND AWARDS

- Awarded with a badge for making a place within top-three **Brand Champ** in an event organized by Capgemini Marketing Team in April 2016.
- Became the 1st runner-up in the college round in “**STOCK-MIND – Quest for Best Budding Investor – 2012-13**” organized by **ICICI direct** at Birla Institute of Technology, Mesra.
- Awarded for organizing “**2nd Re-Union Meet**” in the year 2012 by **Little Star High School, Bally**.
- Completed a Computer Training Course at **ICAI** in August 2010.
- Participated in “**IT – APTITUDE TEST – 2008-2009**” organized by **Brainware**.

OTHERS

- Computer proficiency: MS – Word, MS – Excel, MS – Power point, Coral draw, Photo Shop.
 - Play violin in cultural events, dramas and love listening to Rabindra Sangeet.
 - Languages known: English, Bengali and Hindi.
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