SOURABH BANERJEE

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Seeking assignments in Finance and Accounts & Revenue Assurance and Credit Control with an organisation of repute.

Synopsis

MBA and B.Com Professional with ***25 years*** of experience in **Finance and Revenue Assurance departments in Railway Projects, EPC (Environment &Infrastructure), Real Estate, FMCG, IT Training, online and IT enabled education industry.**

Team player with strong analytical and leadership skills.

Quick adaptability and hard working.

Self-motivated, pro-active and a reliable individual with ability to perform best in various challenging situations.

Key Skills

Revenue accounting , Reconciliations , Debtors Analysis, General accounting, Project accounting, Accounts payable, Audit, MIS, Data Visualization, TDS, GST, FCRA rules, CSR rules, Payroll, Banking and commercial etc.

Organisational Experience

Working with **Ebix Smartclass Educational Services Pvt. Ltd.** (**Edtech arm of Ebix Inc. providing IT enabled education , career development and skill development solutions for students and schools**) as **Manager–Finance & Accounts** from May'2018 in **Finance department**.

Key responsibilities:

ACCOUNTS RECEIVABLE

- Revenue recognition and accounting.
- Implementation and monitoring of Revenue Assurance Policies on PAN India basis.
- Supervision of Invoicing to customers and resolving queries and minimisation of error in invoicing.
- Review contracts and SOW/Addendums/Purchase Order and ensured that invoices reflect all details as per contracts.
- Managing credit/debit notes.
- Managing timely deposition of PDCs collected from clients.
- Monitoring the process of recovery against bounced cheque instances- coordination with customer support and legal team for recovery.

- Customer reconciliation.
- Debtors Analysis and generation of ageing report of receivables for management every month.
- Accounting and reconciliation of TDS deducted by customer as per TDS certificate and 26AS statement with GL account.
- Supporting sales and field team by resolving their and customer queries over mail, Customer review by visiting different regions as and when required by management, Visiting schools for reconciliation of accounts as and when required by Sales team.
- Calculation of preclosure value for customer as per termination clause of agreement .
- Preparing incentives of BD team as per incentives schemes.

ACCOUNTS PAYABLE

- Supervision of Vendor bill processing (hardware, implementation, support services, admin., finance etc.) and bill booking.
- Managing accounting of other expenses viz. salaries, salary reimbursements, SCC manpower exps., employee full & final settlements, PF, ESI, employee claims etc. and bank entries.
- Preparing payment approval sheet.
- Monitoring bank payments.
- Preparing Bank Reconciliations and APCD data.
- Vendor Reconciliation.
- Inter-company reconciliation.
- Maintaining schedule of Fixed Deposits of the company.
- Supervising submission of GST reports to GST consultants for GST deposit and return filling.
- Supervising submission of TDS data (other than salary) for TDS deposit and return filling.

AUDIT AND TAX

- Support and provide required data for audits (statutory audit , tax audit, SOX audit) etc.
- Preparing data for I.tax , GST assessments as and when required. Any other activity given by management.

Working with **Educomp Solutions Limited** (**foremost company in providing infrastructure and management solutions to schools, online education, career development**) as **Manager – Revenue Assurance and Credit Control** from Jan'2013 to Apr'2018 in **Finance department**.

Key responsibilities:

- Managing a team of 4 persons.
- Responsible for Invoicing to customers and resolving queries and minimisation of error in invoicing.
- Review contracts and SOW/Addendums/Purchase Order and ensured that invoices reflect all details as per contracts.
- Enter new contracts in billing system to include details such as billing address, client contact, fee schedule, hourly or fixed fee parameters, and special clauses as per contract etc.
- Managing credit/debit notes.
- Management and timely deposition of PDCs collected from clients.
- Bank Reconciliation.
- Revenue recognition and revenue accounting.
- Customer Reconcilation.

- Accounting and reconciliation of TDS deducted by customer as per TDS certificate and 26AS statement.
- Implementation of changes in ERP database as per changes/amendment in applicable rules and regulations under various laws , company policy's and accounting system.
- Single point of contact for supporting ASG and BD team day to day issues/queries regarding customer debt, agreement understanding, query on invoices, reconciliation of complex accounts of customer and other issues.
- Verification and accounting of collections on daily basis and tracking clearance of the cheques.
- Print and mail STATEMENT OF OUTSTANDING BALANACE to clients every month
- Reconcile client outstanding balance with company records
- Generate ageing report of receivables for management every month.
- Preparing incentives of team as per incentives schemes.
- Ensuring discounting policy of the organization and correct accounting and provision of the same.

Worked as **Assistant Manager -Finance & Accounts with M/s. Edu Smart Services Pvt. Limited, (foremost company in providing infrastructure and management of schools, online education, school, career development)** from Sept'10 **.**

Posted at Corporate Office at Educomp Solutions Limited, 514, Udyog Vihar-III, Gurgaon, Haryana.

Key responsibilities:

- Preparation of Budget, Cash Flow, Projections.
- Filling of e-TDS returns.
- Maintaining record of FD with banks, schedule of loans.
- Inter company reconciliation.
- Customer reconciliation.
- TDS receivables reconciliation.
- Final passing of Imprest, travelling bills.
- Submission of MIS , viz. Debtors at month end, Receivables Ageing, Monthly dues, Daily & Monthly Collections.

Worked as **Sr. Executive -Finance & Accounts with M/s. SPML Infra Ltd., (a multidisciplinary company diversified into water resource management, solid waste management, infrastructure, power transmission, environment management,technology etc.)** from June'09 to Aug'10**.**

Posted at Regional Office at NBCC Plaza, Pushp Vihar, Saket, New Delhi and Corporate Office at Sector-60, Institutional Area,Gurgaon.

Key responsibilities:

- Complete Financial accounting in SAP FICO upto accounting period closure in coordination with MM module.
- Checking/passing of vendors, contractors/sub-contractors bills as per P.O., W.O. & M.B..
- Fixed assets accounting in SAP.
- Approvals of SAP vouchers.
- Trial balance scrutiny & finalization of A/cs.
- Statutory audit of books of A/c.

- Preparing MIS reports (daily, weekly, mothly) viz. Fund position, Debtors, Stock & WIP status of all projects of delhi region on mothly basis.

Worked as **Sr. Accounts Executive with M/s. Spaze Towers Pvt. Ltd., M.G. Road,Gurgaon (Real Estate Developers and Promoters Company)** from Jan'2008 to June'09.

Key responsibilities:

- Supervising proper updating of books of accounts.
- Preparation of Financial Statements (Cash Flow, Fund Flow, Budget, Projections).
- Bank reconciliations on daily basis.
- Keeping track of Accounts payable (Brokers, contractors and suppliers bills).
- Customers / parties reconciliation & inter branch reconciliation.
- Maintaining Fixed Asset Register.
- Finalization of Holding and subsidiary company accounts, etc.
- Payment of EDC, IDC, License fees & Royalty payments for real estate projects.
- Payment of assured return to customers against investment in commercial property projects.
- Ensuring timely deposition of TDS, FBT, WCT, E.P.F. & E.S.I. payments.
- Filling of e-TDS returns, WCT returns.
- Maintaining record of FD with banks, BG & EMD of contractors.
- Managing Payroll of around 150 employees.
- Settlement of employees.
- Calculation and payment of Bonus and leave encashment.
- Computation of TDS on Salaries of employees.

Worked as **Executive -Finance & Accounts with M/s. Subhash Projects & Marketing Ltd., Kolkata (a multidisciplinary company diversified into water resource management, infrastructure, power transmission, environment management etc.)**

Posted at Regional Office at Okhla, Phase-II, New Delhi from May'2007 to Dec'2007.

Key responsibilities:

- Maintaining computerized books of accounts of all Maharashtra projects & corporate office.
- Bank a/cs reconciliation, debtors/creditors a/c reconciliation, inter branch reconciliation.
- Overall checking & verification of Sub-Contractors, Suppliers & other bills as per W.O. / P.O.
- Proper recording of Sales Invoices & reconciliation of client accounts.
- Checking of expense/traveling bills, maintaining staff advances.
- To ensure timely deposit & filling of TDS returns & other statutory taxes viz. VAT, Service tax, FBT within stipulated time.
- Checking of sites fund requirement and forwarding the same for approval.
- Assisting in finalization of T/B, consolidation of T/B, preparation of B/S schedules, internal audit, tax audit & VAT audit.

Posted at its water supply project near Nashik, Maharashtra from Feb'2006 to Apr'2007

Key responsibilities:

Cash & bank dealings with maintaining manual cash book , bank reconciliation on fornightly basis, preparation of RA bills, preparation of all vouchers and maintaining accounts book in tally 7.2, verification of sub-contractor's bill, material reconciliation , client & suppliers account reconciliation,

prepare and send fund requirement of site to H.O., preparation of budget, cash and fund flow, preparing Escalation Bill, E.I.R.L and clause-38, extension of completion time limit, timely submission and extension of BG and insurance, keeping control of local purchases , staff/supplier advances overheads etc., keeping track of all receivables & payables , physical verification of stock & preparation of stock statement on monthly basis and sending reports viz. TDS details, details of purchases, final bill submission and processing and final reconciliation for project handing over and other routine works.

Worked as **Accounts Executive** with **M/s. Talupula Engineering Co. at its Head Office ,Malviya Nagar, New Delhi-110017 (a leading engineering contract organization specializing in Railway Electrification & Power Transmission Line Works)** from November'2002 to Jan'2006.

Key responsibilities:

(A) Supervision of project/branch a/cs- Allocation of funds for projects, controlling collection of payments & project expenses, payments to suppliers & sub contractors, monitoring progress, project internal audit, ensuring VAT ,WCT , TDS compliances, E.P.F., fulfilling contract obligations like project insurance, timely submission & extension of BGs & indemnity bond etc.as per contract clauses.

(B) H.O. accounts- Handling day to day accounting of H.O. a/cs, MIS, E.P.F., Payroll, Banking, Finalization of a/cs.The job also involves official tour in relation to commercial/taxation/internal audit matters etc. of the company.

Worked as **Accounts Officer** with **M/s. Careers Dot Com** (affiliate-**Software Technology Group International Ltd.**) & **M/s. Destination Dot Com Pvt. Ltd.** (**Placement Consultants**), **Lajpat Nagar-II, New Delhi-110024** from February'2000 to October'2002.

Key responsibilities:

Maintaining books of accounts upto finalisation, cash & bank operations and bank reconciliation, salary payments, TDS & advance tax, audit & I.T. returns, ROC, MIS(viz. monthly invoicing & collection, fees installment due report, cash flow),vendor bill processing and payments, correspondence & liasoning. Also looking after administrative functions like AMCs of assets, handling logistics (courseware, promotional items, record books), safeguarding of important business documents and IOC file, etc.

Worked as **Executive-Commercial** with **M/s. Aridhi Hi –Tech Industries Ltd., Sahibabad Indl. Area, Ghaziabad, U.P.** (CFA-**Hindustan Lever Ltd.-Ice Cream Division)** from January'1996 to January'2000.

Key responsibilities:

Includes debtors(distributors) ledger accounting , credit control, bank reconciliation, inventory accounting preparing and banking of RDs' daily cheques , adjustment of credit and debit notes in parties ledger, checking of daily purchase, sale , return inward & stock transfer invoices, issuing CST & U.P. ST forms (for purchases and stock transfers) & octroi stamps for sale to Faridabad and Haryana, MIS reports to HLL(viz. Daily invoicing and banking efficiency report, weekly purchase, sales and stock transfer report, monthly outstanding debtors report).

Award and Recognition

- Award for contribution to Business for F.Y. 15-16 and 16-17 in Educomp Solutions Ltd.

- Award for contribution to Business for F.Y. 18-19 in Ebix Smartclass Educational Services Pvt. Ltd.

Certifcations

Certificate of completion for 5 day workshop on Creating Effective Interactive Dashboards from Microsoft certified trainer.

Advance Diploma In Web & E-Commerce Technology from Software Technology Group .

Academia

MBA-Finance	**Sikkim Manipal University**	**August'2012**
Adv. Diploma In Web & E-Commerce Technology	**Software Technology Group International Ltd.**	**August '2001**
B.com (P)	**Ram Lal Anand College Delhi University**	**1995**
XII	**Kendriya Vidyalaya**	**1992**

Computer Skills

Capable of working on Single and Multi user computer environment on latest Windows operating systems.
Application packages/programmes – MS office, Lotus Smart Suite, Lotus – 123, Lotus Notes, Outlook Express, Email, Internet.
Financial softwares worked on – ERP-Navision , SAP FI/CO, Oracle NetSuite, Tally ,Busy & FACT.
E-TDS software : Webtel E-TDS
Payroll software : Symphony Payroll
Lease Reporting software : Lease Query

Personal Details

Date of Birth	***06th December, 1973***
Address	***Flat no.1101, Tower T-7, RPS Savana, Sector -88, Faridabad, Haryana-121001***
Father's Name	**Late. Sh. *S. C. Banerjee***
Languages Known	**English, Hindi & Bengali**
Marital status	**Married**
Hobbies	**Table tennis, Badminton, Listening to music**