

# Resume

## Vineet Seth

### **Background**

Name : Vineet Seth  
Ethnic Origin : Asian, Indian  
Expected Salary : Negotiable  
Additional Benefit : Usual Perquisites  
Notice Period : 2 month  
Availability : Within 2 Weeks of confirmation



### **Covering Note:**

Looking for lucrative position to enhance my prospects in view of the experience gathered over the years, I am eager to work with an organization on appropriate compensation for the services rendered. Compiled below are my curriculum vitae for your kind perusal to match with your prerequisite on a flanking realistic.

Date : Thursday, July 16, 2015  
Place : Kolkata

Thanking you,  
Vineet Seth

<b>OBJECTIVE</b>	Accept challenges for the enrichment of the organization spearing ahead utilizing technical and analytical knowledge.
<b>COMPLIMENTS</b>	Introduced economical procurement methods and eliminated useless expenses. Negotiated with big departmental store at Singapore & Malaysia as alternative source to buy from India. Developed strong fundamentals for the organization in terms of procurement, quality, control, timely delivery and payments.
<b>MISSION AND VISION</b>	To accept an exigent job and outrival competitors in vision mixing with corporate expertise.
<b>Email:</b> <a href="mailto:vineet.seth74@gmail.com">vineet.seth74@gmail.com</a> <b>Present Address:</b> S/o. Mr. B. R. Seth Flat No.: B2-304 Nandanik Apartment 19A Deodar Street Kolkata – 700019 (India) Tel (R): +91-33-24752664 H/p : +91-98300-36784 Passport No.: L4394756 Issued on 21/03/2014 at Calcutta Valid till 20/03/2024 <b>Personal Data:</b> <b>DOB:</b> 12th June, 1974 <b>Gender:</b> Male <b>Nationality:</b> Indian <b>Marital Status:</b> Married—1 child <b>Blood Group:</b> B+ <b>Linguistic Skills:</b> Hindi, English, Punjabi, Bengali, Burmese. <b>Interests/Hobbies:</b> Light Music; Ghazals; Symphony; Ears sculpts on tranquil Music, exhilaration in watching games. Playing Outdoor Games like Cricket, etc. Mingle with Family & Friends.	<b>Skills:</b> <ul style="list-style-type: none"><li>• <u>Progressed</u>- Accomplished proficiency in Accounting and financial procedures with Strategic Management coupled with Auditing and Taxation.</li><li>• <u>Capitalized</u>- Cultured procedures of Import – Export and exploited with Banking, Insurance and Shipping.</li><li>• <u>Sales</u>- Proficient in sales and marketing.</li></ul> <b>Career Development:</b> <b>Presently:</b> Since Apr 2015 promoted as Senior Manager–Finance (East). <b>Previously:</b> Since Jan 2013 working with CRY–Child Rights & You (East) as Manager–Finance (East), an Indian Non-Government Organization (NGO) that catalyses change in the lives of underprivileged children in India by restoring their rights and to amplify the voice of children. CRY believes that children are citizens in their own right, entitled to full spectrum of human rights. In a nutshell, CRY believes that the rights approach is the only one that works. At CRY, we do not believe in charity. Nor do we run schools, orphanages or dispensaries. Instead we partner grassroots-level NGOs working with children, their parents and communities. A happy, healthy and creative child whose rights are protected and honoured in a society that is built on respect for dignity, justice and equity for all. <b>About the Role:</b> This role is responsible for overall fund management ensuring legal and statutory compliance, monitoring the budget performance, assisting the employees in individual tax planning as and when required and ensuring smooth functioning of overall activities in the finance function.

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## **Strengths:**

Analytical knowledge, Persuasive, Self confidence, and developing good humanly relationship helping employer / employee foundation strong in every respect.

## **Accolades:**

- Participated and took keen interests in co—curricular activities at school level.
- Was the School Captain at Senior Secondary School level.
- Was the Founder Secretary of LEO CLUB OF CALCUTTA DESHPRIYA PARK (Cub Club of Lions Club of Deshpriya Park).
- Served as the Secretary of ROTRACT CLUB OF CALCUTTA VICTORIA (Junior wing of Rotary Club of Calcutta Victoria)

## **Responsibilities:**

- **Financial Reporting**
  - ✓ Ensure smooth functioning of the accounting software and ensuring all incomes and expenses are booked under the appropriate heads of accounts.
  - ✓ Ensure monthly reconciliations for bank and receivables are done & queries are sorted.
  - ✓ Attend the Regional Committee meeting for disbursal of funds for regional projects and provide inputs for sanctioning the project.
- **Financial Responsibilities**
  - ✓ Ensure sufficiency of funds & budget compliance.
  - ✓ Monitor expenses to ensure compliance to budgets and overall cost effectiveness of the functional activities.
  - ✓ To consolidate budgets, MIS & projections, coordinate disbursements & internal/external audit etc.
  - ✓ Approving cash & bank vouchers as per matrix.
  - ✓ Recommend approval on projects & office expenses as per authorization matrix
  - ✓ Ensure accuracy of bank reconciliations and other financial activities
- **Statutory Compliance**
  - ✓ Ensure adherence to statutory compliances and to timelines for internal and statutory audit.
  - ✓ Ensure all statutory compliances are met and there is no default in payment.
  - ✓ Generate MIS on monthly basis and thereby informing the organisation of the performance level of the region.
  - ✓ Provide accurate MIS consolidation for the region on a monthly basis thereby controlling the expenses and projecting the growth of the region.
  - ✓ Ensure functional & Compliance MIS is sent to the HO and reviews are conducted on a quarterly basis.
  - ✓ Handle the statutory & internal audit for the region and support the HO audit.
- **External Agency Management**
  - ✓ Maintain smooth working relationship with banks.
  - ✓ Ensure commission calculations are done on a timely basis and consequent reports are sent to the Direct Selling Agents (DSAs).
- **Budgeting and Reviewing**
  - ✓ Coordinate with other divisions in the regions as well as HO from time to time for budgets, reviews, utilization certificates etc.
  - ✓ Consolidate annual budgets for the region.
- **People Management Responsibilities**
  - ✓ Induct and mentor new team members. Orient them to CRY's corporate partnership practices.
  - ✓ Manage operations - documentation, processes etc.

## **Previously:**

- **Head Finance & Administration** from 08/2011 till 11/2012 worked with ITAG Business Solutions Limited, a Knowledge Process Outsourcing (KPO) in the domain of all IP services, being Patent, Trademark, Design, Copy Rights, Trade Secrets and IP management services. ITAG is a total solution provider to all IP problems from inventions and identification to filing, prosecution, enforcement, litigation support, etc. ITAG implies Innovation Technology Advancement Gateway. We help drafting of licensing agreement, technology transfer and meet the gap between Invention and Investment. We bring together Research Institutions and the Industry. ITAG combines efficiency, low cost and quality service.

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## **Duties:**

- Looking after the overall Finance along with Statutory Compliance.
- Managing Administration of the organization including Employer-Employee relationship coupled with Strategic Marketing for services.
- Looking after the clientele of the Company.
- Enhancing the business model escalating the client-base.

➤ **Director Exports & Finance** from 04/2003 till 07/2011 with Mrityunjay Trading Pvt. Ltd., a Company acting as the buying house for Departmental Stores/Retails Chains at Singapore, Malaysia, Myanmar, Cambodia, etc. Procurements for overseas buyers are under my direct supervision & control from sampling stages till finalization of orders at the best/cheapest prices to compete globally.

## **Duties:**

- Finalizing of Product Pattern & Orders with Buyers.
- Progress for Manufacturer & Finalizing of orders.
- Pre & Post Shipment duties including Pre-Production Samples, Quality Control, Packing & Shipment monitoring, etc. Sending Shipping information to buyers.
- Subsequently was deputed with additional responsibilities of overall in-charge of Accounts, Banking, Finance including Negotiating financial facilities with Banks Limits (LC/DP/DA/LCDA/FBD/FBP), Administration and Statutory Compliance.
- Accounts & Finance Department MIS to Management including Cash Flow, Fund Flow & Daily/ Monthly reports including Internal Audit, Compilation of Accounts with the Auditor till Balance Sheet finalization.

## **Achievements:**

- Introduced new sources for products with new Suppliers for various products for their quality Products & Prices.
- Decreased Purchase costs with more economical procurement methods by eliminating wasteful expenses.
- Revived buyers looking India as alternate source.
- Increased Turnover of the Company by many folds from FY: '98-'99 to FY: 2008-'09.
- Made strategic tie-ups with Companies at Myanmar, Singapore, Bangkok, Malaysia, etc. including mega departmental store at Yangon, Singapore & Malaysia.
- Increased Bank Credit Limits by three times.

I have been working with the present organization since 1998 and have progressively evolved on diverse junctures accomplishing various challenges as:-

- ✓ **Senior Manager** from 02/2000 till 03/2003 and was assigned with overall in-charge of Import & Export formalities including Documentation, Execution of Bank LC, Negotiating with Banks, Banking requirements, Pre/ Post shipment & Strategic Marketing Implementations.
- ✓ **Manager-Exports** from 08/1998 to 01/2000. Was posted in Yangon, Myanmar for almost one & half years for procurement of orders, finalization of product pattern Buyers, ensured delivery & complete realization. It was during this period made strategic tie-up with stores for alternative source in India for their products.

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	<b>Previously:</b> From 05/1995 till 07/1998 I was working as <u>Assistant Manager</u> - Purchase Department with Meghdoot Projects Pvt. Ltd., India. I was duty bound for the procurement of goods as per their requirements. I had managed the whole Purchase Department for domestic sales with reviewing of the local markets in terms of better procurement facilities.
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## **Academic Qualification:**

<b>STANDARD / DEGREE</b>	<b>INSTITUTION</b>	<b>BOARD / INSTITUTE</b>	<b>PASSED</b>	<b>SUBJECTS COVERED</b>
Bachelor of Commerce (Hon's)	The Bhowanipur Education Society College, Calcutta	Calcutta University (from 25/04/1995 to 30/04/1998)	1998 (Full Time)	Buss. Maths., Acct. Theory & Mgmt. Acct., Hgh. Acct., Audit, Buss. Eco., Cost. & Tax. and Buss. Mgmt.
Diploma in Graduate of NIIT (GNIIT)	NIIT, Calcutta	NIIT (from 20/09/1995 to 20/07/1998)	1998 (Part Time)	MS Office (Word, Excel, etc.), Adobe (Distiller, Photoshop, etc.), TALLY (Accounting Software); Basic, DBase, Q basic, UNIX, C++, LAN; 4GL- Visual C++, NT, Fox Base, VB++, VJ++
Indian School Certificate Examination (equivalent 10+2)	St. Paul's' Mission School, Calcutta	Council for the Indian School Certificate Examinations, Delhi	1995 (Full Time)	Eco., Structure of Comm., Principles of Accounts, Buss. Maths., English and Hindi

## **References:**

<b>Dr. D. R. Agarwal</b>	<b>Mr. Kirit P. Zaveri</b>	<b>Mr. S. R. Choudhury</b>
B. Com, FCA, LLB, PhD Chartered Accountant Partner Agarwal Maheshwari & Co. Chartered Accountants #504, 5th Floor, 6 Nawab Siraj-Ud-Daula Sarani, (Waterloo Street), Kolkata – 69 Ph: (+91) 9830041327 Mail: <a href="mailto:dr.agarwal@iitrade.ac.in">dr.agarwal@iitrade.ac.in</a>	B. Com, LLB Advocate Partner Dube & Company Legal Consultants IInd Floor, 10 Old Post Office Street, Kolkata – 700001 Ph: (+91) 9830022448 Mail: <a href="mailto:zaveri.kirit@gmail.com">zaveri.kirit@gmail.com</a>	B. Com, FCA Chartered Accountant CEO Dhanlaxmi Equipments (P) Ltd. Transformer Manufacturer F 79A Udyog Vihar, Jetpura Jaipur Ph: (+91) 9352352252 Mail: <a href="mailto:depl94@yahoo.com">depl94@yahoo.com</a>

**Motto:** Achieve the unachievable.

**Declaration:** I hereby declare that the all the information furnished hereinabove are true and correct to the best of my knowledge and belief.

Thanking you,  
Sd/-  
Vineet Seth

Date : Thursday, July 16, 2015  
Place : Kolkata