



Sudipta Chatterjee

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Snapshot	A well versed profile experienced with more than 24 years in General Accounts and Finance.
Objective	To hold a Managerial Position in the field of Accounts and Finance, deliver my best and achieve the objectives of the organization where I am working.
Functional Skills	Accounts & Finance, MIS, Budgeting, Sales Accounting, Statutory Compliance, Inventory Control & Management, Audit Co-ordination.
Core Competencies	Strategic Planning, Analytical Skills, Relationship Building, Detail oriented, Communication Skills, Proactive & Industrious.
Work Experience	<p>Oct 2018 to Oct 2020 Quess East Bengal FC Pvt. Ltd. Manager-Accounts</p> <p>Key Deliverables:</p> <ul style="list-style-type: none">• Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms• Ensuring analysing the expenditure on a monthly basis to control expenses• Managing the organization's budgeting, financial analysis and reporting functions and ensured systems controls are in place• Monitored end-to-end compliances requirements - GST, TDS attended• Interfacing with various tax authorities for timely filing of TDS, GST Returns, Tax Assessments and Registrations• Coordinating in complete planning & management auditing activities for ensuring completion of tax & statutory audits within time• Spearheading all financial transactions, reporting and policies including general ledger maintenance, accounts payable & receivable, intercompany reconciliation• Review of consolidated revenue & expense plans & variance analysis. Preparation & reporting state level revenue & expense budget with variance analysis• Ensuring that all payments are made to suppliers within the stipulated timeframe and managing accounts payable within the organization's parameters• Generating various MIS reports to provide feedback to the management as and when necessary

Jan 2015 to Sep 2018

**Plaza Wires Pvt. Ltd.
Regional Accountant**

Key Deliverables:

- Preparation of Bank Reconciliation Statement on monthly basis
- Maintained Debtors Ledger, analysis of cheque bouncing report
- Reconciliation of Debtors Ledger on monthly basis
- Preparation of outstanding report on weekly basis
- Assistance in depot operations, C&FA co-ordination, payment to C&FA, physical stock reconciliation/audit monthly
- Managing promotion and trade marketing expenses
- Controlling secondary schemes
- Checking marketing bills & vendor handling for advertisement
- Releasing POs for all other advertising activities
- Maintaining Sales Tax A/c Register. Have a knowledge regarding Declaration forms, Way bill, etc.
- Have a knowledge about Sales Tax Assessment, VAT Audit and preparation of required papers independently
- Preparation of quarterly sales tax return
- Preparation of various MIS reports as & when required

Feb 2012 to Jan 2015

**Crespi Milano Perfumeries (I) (P) Ltd.
Manager-Finance**

Key Deliverables:

- Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms.
- Maintaining MIS & reports and evaluating them for facilitating decision-making process
- Payment of statutory dues & filing of tax returns with statutory tax acts in time.
- Coordinating in complete planning & management auditing activities for ensuring completion of tax & statutory audits within time
- Taking care of financial systems and management procedures by means of proper budgeting & ensuring that controls are adequate.
- Review of consolidated revenue & expense plans & variance analysis. Preparation & reporting state level revenue & expense budget with variance analysis
- Overseeing advance controls for advance payments & following up with purchaser, cost centre wise expenses & analysis with average expenses
- Following up of bills receivables after invoicing to debtors and conducting ageing analysis with an aim to keep receivables under control
- Ensuring that all payments are made to suppliers within the stipulated timeframe and managing accounts payable within the pre-set parameters

May 2009 to Feb 2012

**Varun Beverages Ltd.
Asst. Manager-Accounts**

Key Deliverables:

- Reconciliation of supplier balances, inter companies and divisions
- Analysing General Ledgers for controlling of overhead cost
- Computation of VAT / CST / Entry Tax and relevant returns
- Procurement & issuance of other statutory C/F and monitoring of dues forms
- Controlling various accounts like creditors and statutory dues - sales tax and service tax as per various statutes
- Spearheading monthly book closing, variance analysis & operational reviews with the management
- Maintained Debtors Ledger, analysis of cheque bouncing report
- Reconciliation of Debtors Ledger & empty stock on monthly basis
- Preparation of outstanding report ageing wise on weekly basis
- Interact with customers directly resolving outstanding debt
- Reimbursement of Debtor's claim on monthly basis
- Coordinating in auditing activities for ensuring completion of tax & statutory audits within time
- Preparation of various MIS reports as & when required

Aug2005 to May 2009

**Dabur India Ltd.
Junior Officer - Accounts**

Key Deliverables:

- Preparation of Bank Reconciliation Statement on monthly basis
- Analysis & reconciliation of CITI Bank Cash Management System
- Maintained Debtors Ledger, analysis of cheque bouncing report
- Reconciliation of Debtors Ledger on monthly basis
- Preparation of outstanding report on weekly basis
- Assistance in depot operations, C&FA co-ordination, payment to C&FA, physical stock reconciliation/audit monthly
- Managing promotion and trade marketing expenses
- Controlling secondary schemes and BTL
- Checking marketing bills & vendor handling for advertisement
- Releasing POs for all other advertising activities
- Maintaining Sales Tax A/c Register. Have a knowledge regarding Declaration forms, Way bill, etc.
- Have a knowledge about Sales Tax Assessment, VAT Audit and preparation of required papers independently
- Preparation of quarterly sales tax return

	<p>Jan 2002 to Jul 2005 Balsara Home Products Ltd. Commercial Officer</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Maintained Debtors Ledger, analysis of cheque bouncing report • Preparation of debit note & credit note, reconciliation of Debtors Ledger on monthly basis • Preparation of outstanding report, sales, stock report on weekly basis assistance in depot operations, C&FA co-ordination, payment to C&FA, physical stock reconciliation/audit monthly • Managing promotion and trade marketing expenses • Controlling secondary schemes and BTL • Checking marketing bills & vendor handling • Deduction of TDS from the vendors in regular basis & deposited • Maintained Sales Tax A/c Register. Have a knowledge regarding declaration forms, way bill, etc. • Preparation of quarterly sales tax return, E-TDS return • Reporting all types of accounting matters to Zonal Commercial Manager <p>Jul 1994 to Dec 2002 PCMX Hygiene Products (P) Ltd. Accountant</p> <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Maintained Cash Book, Ledger, Journal, Purchase & Sales Register, Creditors & Debtors Ledger • Prepared Bank Reconciliation Statement, Trial Balance, and Balance Sheet, i.e. Finalization of Accounts Independently • Prepared Pay rolls, maintained Stock Register • Prepared return of Profession Tax • Prepared quarter return of Central Excise independently • Prepared quarterly Sales Tax return independently • Maintained Sales Tax A/C Register • Have a knowledge regarding declaration forms, way bill, etc. • Prepared required papers to complete sales tax assessments Independently
Educational Qualification	M.Com., I.C.W.A.(Intermediate)
IT Skills	SAP (4.0B, 4.6C, ECC 5.0 & ECC 6.0), TALLY ERP 9,Office 2007,Office 2010
DOB	5th January, 1968

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