

Subhajit Dutta

MBA (Finance) with 13 years of Experience in Finance, Accounting & Administration.

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OBJECTIVE

To obtain a challenging position in the area of **Finance, Accounting & Administration** and strive for excellence with dedication, proactive approach, positive attitude and passion towards the work that will fully utilize my knowledge and skills in the best possible way for the fulfillment of personal and organizational goals

EDUCATION

- ❖ **MBA** with specialization in **Finance** from **Sikkim Manipal University** in 2012.
- ❖ **B.Com** with specialization in **Honors** from Calcutta University in 2004.

CAREER SUMMARY

- ❖ Having total 13 years of experience in Finance, Accounting & Administration.
- ❖ Sound Knowledge of Sales Tax Rule W.B, Assam & Odisha.(VAT, CST, Entry Tax, VAT Audit & Assessment)
- ❖ Sound knowledge of TDS, GST, Labor Welfare Fund & P. Tax.
- ❖ Strong knowledge of AR, AP,GL, Reconciliation. Monthly Provision, Closing.
- ❖ Strong knowledge on Claim Management, Dealer Operations.
- ❖ Strong knowledge on SAP FI Module
- ❖ Maintain Banking Operations.
- ❖ Maintain Debtors & Creditor related works.
- ❖ Preparation of Customer Billing Process.
- ❖ Maintain entire Branch Operation system and reporting to H.O accordingly

Current Employer:-

Organization: Sumitomo Chemical India Limited.

Period : September-2019 to till date.

Designation : Deputy Manager - Finance.

Key Responsibilities:

- ❖ Supervise the Regional Finance Team on a day to day basis ensuring that work is prioritized to meet deadlines.
- ❖ Specific attention needs to be given that all the data entry including preparation of vouchers, approvals of vouchers, file of same including relevant supporting is done on day to day basis so that work is not piled up.
- ❖ Responsible for Monthly, Quarterly & Annual Tax Closing activities, periodical book close as well submitting various reports to the management.
- ❖ Ensure to complete quarterly Internal Audit within time.
- ❖ Ensure payment of TDS as per existing respective Act/ Rules.
- ❖ Responsible for overall assessment support for Statutory Compliances by reviewing the representations made by Tax Authorities
- ❖ Produce monthly Budget & Cash Flow of East Region in a timely & accurate manner
- ❖ Carry out Bank Reconciliations for all Regional Bank accounts ,investigating any unusual items & preparing them for review by the Finance Manager
- ❖ Ensure the efficient and effective processing of all transactions associated with Sales Ledger function
- ❖ Ensure issue of all Debit Notes in a timely & accurate manner
- ❖ Prepare quarter basis Timely Payment Discount (Credit Notes) to all eligible dealers as per company policy.
- ❖ Review C&F Depot Operation, Documentation for smooth monthly service.

Previous Employer:-

Organization: Excel Crop Care Limited

Period : November-2015 to August-2019.

Designation : Deputy Manager Accounts & Finance

Key Responsibilities:

- ❖ Supervise the Regional Finance Team on a day to day basis ensuring that work is prioritized to meet deadlines
- ❖ Responsible for Monthly, Quarterly & Annual Tax Closing activities, periodical book close as well submitting various reports to the management.
- ❖ Ensure to complete quarterly Internal Audit within time.
- ❖ Produce monthly Budget & Cash Flow of East Region in a timely & accurate manner
- ❖ Carry out Bank Reconciliations for all Regional Bank accounts, investigating any unusual items & preparing them for review by the Finance Manager
- ❖ Ensure the efficient and effective processing of all transactions associated with Sales Ledger function
- ❖ Ensure issue of all Debit Notes in a timely & accurate manner
- ❖ Prepare quarter basis Timely Payment Discount (Credit Notes) to all eligible dealers as per company policy
- ❖ Maintain the VAT & CST & GST Ledgers ensuring accuracy of Transactions & compliance with legislation
- ❖ Ensure payment of Service Tax & TDS as per existing respective Act/ Rules
- ❖ Timely submit Input Credit of Service Tax for all eligible inputs to the Plant
- ❖ Ensure the collection of all Statutory Forms within schedule time.
- ❖ Responsible for overall assessment support for Sales Tax by reviewing the representations made by Tax Authorities.

Previous Employer:-

Organization: Avnet Technology Solutions India P.Ltd

Period : November-2010 to November-2015.

Designation : Coordinator (East)

Key Responsibilities:

Support the functioning of the Finance unit

- ❖ Directly responsible for Co-Ordination with Respective Managers.
- ❖ Review Day to Day accounting like posting of cash & bank & journal vouchers, cash balancing, Bank Receipts.
- ❖ Handling Key Areas in Account Receivables of Entire East.
- ❖ Debtor Ledger Reconciliation & Internal as well as External Follow up & Coordination for Debtors collection.
- ❖ While reconcile Debtors, find out the actual reason of Non-collection of debtor & closed the collections
- ❖ Handling Invoices, Debit & Credit Notes, Calculating Delay Payment Interest
- ❖ Maintain monthly Purchase-Sales-Stock Transfers Register for West Bengal, Odisha, & Guwahati.
- ❖ Co-ordinate with Sales Tax Consultants for West Bengal, Odisha, Guwahati (Return, VAT Audit, Assessment and Statutory Forms) to continue business smoothly.
- ❖ Maintain Separate Registers for Online Permit Keys, TDS, Cash Discounts & all statutory monthly Challan & Forms.
- ❖ Maintain State wise separate register of Registered Dealers updated contact & statutory details.

Support the functioning of the Administration unit

- ❖ Preparation and maintenance of vouchers, verification of bills & supporting documents and process the payment in time after proper approval from the designated authorities and maintain separate register for same.
- ❖ Renewal of all licenses, contracts & agreements relating with business.
- ❖ Assisting in lease renewal of property
- ❖ Maintenance of Fixed Asset Register.
- ❖ Liaisoning with travel agents, hotel for accommodation, venue for meetings
- ❖ Maintain and update personnel records and documentation including personal information & documents, all necessary forms and leave records etc.
- ❖ Procurement of Stationery and other day to day necessary items

Support the functioning of the Sales-Operation unit

- ❖ Collect & check all documents relating with Sales Order.
- ❖ Ensuring all required approvals are previously collected, & closes the same within timeframe..
- ❖ Interacting with concern sales team for Billing.
- ❖ Generate Sales Order through SAP and interacting with Procurement Team.
- ❖ Checking & verifying invoices of Branch.
- ❖ Co Ordinate with 3PL for daily smooth transactions as well as monitoring for Stock Accuracy.

Previous Employer:-

Organization : Redington India Limited.

Period : November-2008 to November-2010.

Designation : Branch Accountant.

Key Responsibilities:

- ❖ Directly responsible for Co-Ordination with Regional Credit Manager as well as Internal & Statutory Auditors.
- ❖ Review Day to Day accounting like posting of cash & bank & journal vouchers, cash balancing, Bank Receipts.
- ❖ Handling Key Areas in Account Receivables of Entire West Bengal.
- ❖ Debtor Ledger Reconciliation & Internal as well as External Follow up & Coordination for Debtors collection.
- ❖ While reconcile Debtors, find out the actual reason of Non-collection of debtor & closed the collections
- ❖ Handling Invoices, Debit & Credit Notes, Calculating Delay Payment Interest
- ❖ Preparation and maintenance of vouchers, verification of bills & supporting documents and process the payment in time after proper approval from the designated authorities
- ❖ Maintenance of Fixed Asset Register.
- ❖ Liaisoning with Travel Agents, Hotel for accommodation, venue for meetings
- ❖ Maintain and update personnel records and documentation including personal information & documents, all necessary forms and leave records etc.
- ❖ Procurement of Stationery and other day to day necessary items

Previous Employer:-

Organization: Italian Thai Development Public Co. Ltd

Period : October-2007 to November-2008.

Designation : Accountant.

Key Responsibilities:

- ❖ Directly responsible for Co-Ordination with Project Finance Managers as well as Internal & Statutory Auditors.
- ❖ Review Day to Day accounting like posting of cash & bank & journal vouchers, Bank Receipts.
- ❖ Handling Key Areas in Account Payables of Entire Project.
- ❖ Preparation and maintenance of vouchers, verification of bills & supporting documents and process the payment in time after proper approval from the designated authorities and maintain separate register for same.
- ❖

TECHNICAL SKILLS

Proficient in

- ❖ SAP, Tally, MS Office, Internet Operations.

PERSONAL DETAILS

Date of Birth:	28 th Nov, 1982
Languages:	English, Hindi, Bengali
Nationality:	Indian
Gender	Male
Marital Status	Married
References:	Available on Request

I hereby declare that the above information is true to the best of my knowledge and belief.

Date:

Location:

Yours faithfully