

Kingshuk Mitra

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OPERATIONS PROFESSIONAL

Seeking challenging assignments across the Industry.

PROFILE

- Well conversant with operational functions of **Project Management, Financial Planning/Analysis and Reporting**. Process Improvements and procedures pertaining to complete process transition.
- Demonstrated capabilities in managing process verticals with strong background in implementing process improvements and quality initiatives for desired performance levels.
- Expertise in managing **Financial Planning / Analysis and Reporting** and **Project Controlling**.
- Independent judgment and control over operations.
- Business control including budget and forecast performance analysis and challenging, benchmarking and risks measurement.
- **Multiple Entry Open B1 USA Visa valid till 2024.**

KEY COMPETENCIES

◆ Team Management ◆ Planning and Implementation ◆ Quality Control

PROFESSIONAL EXPERIENCE

Access Healthcare

Delivery Manager – F&A

(April 2020 – till date)

End Client Interface responsibilities:

- New Client implementation (Non-profit organizations) for R2R & Finance Controlling process. Designing, Standardizing and structuring the new process (remote transition).
- Drafting the SLA's/KPI's for all the activities along with MSA and SOW creation.
- Due Diligence of R2R activities and Headcount planning. Structuring Finance Controlling role and responsibilities in discussion with Client business stakeholders.
- Pricing
- Designing the Monthly planner along with ME closing calendar.
- Hands on R2R activities – Chart of Accounts creation, Cash Management, Revenue Recognition, Expense Generation, Payroll and Fringe benefits, Trend Analysis, Adjustment Entries, GL reconciliation, AR aging, financial statements generation (Trial Balance – PNL – Balance Sheet), Business Dashboard.
- Hands on Finance Controlling activities – Yearly Budgeting, Monthly Forecasting, Revenue/Expense Management, Month end PNL/Balance Sheet adjustments, PNL/Balance sheet analysis, Actual Vs Forecast analysis, Month End Dashboard presentation to onshore Client Managers.
- Interim Client Audit.
- Handling Client Escalations and providing business solutions.
- Preparation and Review of Standard Operating Procedure (SOPS).

Offshore/Local Governance responsibilities:

- Offshore Team management.
- Working with internal support teams like recruitment/transportation/Asset Management/Infrastructure/Administration for smooth business set up.
- Daily business/transition update to local Chief Delivery Officer.
- Responsible for raising monthly invoices to End Client.
- Business profitability.
- Monthly PNL review with Senior Vice President.

Atos Global IT Solutions and Services Private Ltd:

Finance Manager - Unit Finance Controller

(May 2017 – March 2020)

- Business Unit Lead and responsible for PNL with monthly revenue of 32 million USD.
- Managing the Factory team (Cost Analyst) – 5 FTE's and Market team (Revenue Analyst) – 6 FTE's for my Business unit with close monitoring on their deliverables and utilization. Manage their career path by providing feedbacks and grooming them. Responsible for their Timesheet approvals, Leave Management and Appraisals.
- Yearly Budget finalization of assigned Business Unit with Regional CFO in perspective of Cost & Revenue. Responsible for syncing up with both Top Down and Bottom Up figures in accordance with requisite margin.
- Finalization of monthly forecasting figures for my unit and loading the same into ESSBASE tool. Review call with unit CFO on the same and provide valid justifications for any adjustments done.
- Approving MEC accruals (JE postings) for my BU with proper justification to true up the forecasted figures. Ensure all possible revenue and costs incurred are recognized properly without any miss.
- Preparing and presenting Monthly Business Review (MBR) report for my unit to Regional CFO.
- Attending Group calls on actual landings and Specific Deal calls and providing requisite financial inputs.
- Preparation and Finalization of offshore monthly invoice data for my unit and sending it to the billing team for recognizing Intercompany revenue.
- Monthly dashboard presentation to offshore Program Director on my team's KPI and utilization.
- Site coordinator for innovating and developing financial reports from database management tool to represent our financial data in a better and useful way in assistance with local Quality team.
- Need to coordinate with offshore program director on cost reduction methods – Artificial Intelligence and betterment of CFC (Chennai Finance Center) COE.

Tata Consultancy Services:

Assistant Manager– Business Financial Analyst (February 2016 – May 2017)

- Account **PMO** responsible for Unit's financial data finalization with Onshore BRM.
- Yearly Budgeting and monthly Forecasting of Revenue and Cost in coordination with the Corporate Finance Team and Project Team.
- Monthly Revenue recognition with accrual adjustment and Cost Analysis. Had to justify the variances for ensuring margins are in line with Top Down targets.
- Creation of projects by analyzing **MSA and SOW** in coordination with the Legal Team and TCS third party client (Retirement Benefit sector)
- **Headcount Management** across all the sites with their timesheet approvals and expense approvals. Resource Allocation and De-allocation from projects.
- Unit's procurement management across all the sites.
- Monthly **Invoice management** across all the sites.

- Finalization of PNL for the unit in coordination with the project and GL team.
- Monthly PNL and Balance Sheet review with unit CFO.
- Managing the Funding out team of 73 FTE's - taking interview, individual objective setting, monthly 1X1 with each FTE reviewing performance, yearly appraisal and daily team management activities.
- Handling **team escalations** and partnering with Client Operations Manager (Third Party) as per the agreed SLA's.

Capgemini India Pvt Ltd.

Senior Consultant – Finance Project Sub-Controller

(August 2010 - February 2016)

- Responsible for entire Project Life Cycle for designated business Profit Center. Data management through **ETC (Estimate to Complete Tool)** for maintaining the desired Contribution Margin (**CM**) in compliance with the SOW. Responsible for preparation of pricing sheet for future pipeline deals.
- Project wise **Budgeting** with periodical adjustments.
- **Forecasting the cost and the revenue** on a monthly basis for Firm (already sold), Sell-Bill (sold but waiting for the signoff) and UFO (unidentified opportunities- bids not yet won by the sales team) deals.
- Validation of **Contracts, Agreement, and Purchase requisitions** in order to fund the project for **fixed price** through POC or **T&M** based on time & expense booked.
- Creation of projects in Financial Tool, Resource tagging, Assigning Cost-rates and Bill-rates towards the tagged resources in order to **recognize revenue** on the project.
- **Project KPIs** (margin, Charge out rate, Loss production days) were reported consistently.
- Handling Intercompany projects.
- Analyzing inventory levels – WIP/BIA and initiating client invoicing and creating ad hoc reports.
- Preparation of **Revenue and Cost Variance Report**, analyzing it and presenting it to the BU CFO.
- Overseeing the **collection of accounts** – which requires follow up with the respective project team and monitor the collection on a daily basis and **applying towards the correct invoices** in coordination with the AR team which sometimes required detailed research.
- Working on **Time and Expenses Rejection Reports**.
- Various P&L and balance sheet activities like Preparing Journal entries, Calculation of Accrual adjustment for both Cost & Revenue, solving different Adhoc client queries.
- Trained all the new joiners on the process and shared best practices among the team.
- Moved into the **people management role**. **Taking interviews, Monthly discussion** with team members, **completing yearly appraisal process** and daily administrative support were additional part of my role.
- Prepared **Time & Motion study tool** for the entire team to see the percentage of engagement of the team members (Utilization) and completed Six Sigma Yellow Belt certification by reducing 1 FTE role in a team of 14 FTE's.
- **SOPs and Process flow** preparation.
- Worked on GFS (Global financial system), Oracle R12 **implementation**.
- Attending Weekly Management review/Account reviews Calls and VC.

J.P. MORGAN CHASE

(January 2008 – August 2010)

Sr. Lead - Operations Specialist

- Being an account manager was responsible for processing various types of monetary and non-monetary transactions required during a **Loan Cycle**. (BOOK TO CLOSE).
- Loan booking in system as per Loan Documents in coordination with Credit Underwriter.

- Funding of the loan in coordination with the Central Treasury.
- Responsible for analyzing the credit worthiness of the customer by verifying various necessary documents.
- Managing functions including Auditing, Documentation and Client Interactions for Private Banking Services.
- Was responsible for raising invoices and following up with Business Partners till payment was received.
- Successfully undertook various trainings for Big Data Analysis, Client Management, Personality developmental activities.
- Ensuring adherence to quality specifications and successfully handling the related formalities & documentation.
- Determine training needs through quality checks, identifying training gaps & conducting programs to enhance operational efficiency of the entire team.
- Collecting and collating data and generating periodic reports and carrying out value added analysis of reports to facilitate strategy planning for Senior Management.
- Efficiently handling the nostros for Investment banking loan operations. All differences between the outgoing funds and incoming wires for various deals with other banks were researched and resolved with proper commentaries.
- Responsible for Planning & accomplishing goals with high degree of accuracy & engaging in frequent written & verbal communication with department management, risk analysts & other company associates, third parties and customers to accomplish goals.

EDUCATIONAL CREDENTIALS

M.COM – University of Calcutta - 47.6%

B.COM (Honours) - University of Calcutta - 68.5%

ISC – Class XII Salt Lake School (Eng Med) - 83%

ICSE – 2000 – Class X Salt Lake School (Eng Med) - 70%

TOOLS USED: MS Office, P-Com sessions, Citrix Mainframe, FSD systems, I-vault, I-lien, CA Doc View, ACBS (Advanced Commercial Banking System), Oracle11i (GFS) and R12 UAT, Hyperion, Replicon, People soft, Clarity, N2k, Business Object, GPS, Spade, Clarity, Omni, CONCUR, ESSBASE, NESSIE (SAP), Great Plains (Microsoft Dynamics), Doc Link

Extra Curricular Activities: Good Organizer for Fun and CSR events, member of the corporate football/cricket team.

Date of Birth: 10th February 1984

Permanent Address: BA-135, Sector-1, Salt Lake City, Kolkata- 70006