

RANJOY DUTTA

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A position which would constantly challenge and allow fresh ideas to be implemented leading to organizational and professional growth.

PROFESSIONAL SNAPSHOT

- A Finance professional with 10 Years experience covering Finalization of Accounts, Reconciliation of Bank Statements with a Full Time MBA Degree in Finance..
- Prior stints – SLAOS LLP, Hubtown Ltd., Swift Real Estate, Neo force, Nathdwara Developers & AEM (Kolkata)
- Good exposure

WORK EXPERIENCE

Sr. Analyst – Accounts & Finance at SLAOS LLP, Kolkata

9th June, 2017 – 28th February, 2020

- Prepared finalization of accounts of assigned companies as on from, 1st quarter of F.Y. 2017-18 (Australian F.Y. i.e., from July to June) to 3rd quarter of F.Y. 2019-20 (upto 28.02.2020)
- Handling the reconciliation process on a monthly basis by tallying the cash book with bank book and necessary accounting arrangements are done to ensure that both the balances tally.
- Supervising records of daily transactions thereby ensuring the maintenance of daily receipts and payment transactions
- Handling Vendor Payments and Customer Receipts
- Making portfolio review reports
- Assisting the CA in preparation and lodging of monthly IAS & quarterly BAS reports
- Other adhoc jobs as assigned by management

Asst. Manager – Accounts, MIS & Audit at HubTown Ltd, Mumbai

2nd May, 2016 – 31st March, 2017

- Prepared finalization of accounts of assigned companies as on 4th quarter of F.Y. 2015-16. 1st, 2nd, 3rd quarter & 4th quarter of F.Y. 2016-17.
- Handling the reconciliation process on a monthly basis by tallying the cash book with bank book and necessary accounting arrangements are done to ensure that both the balances tally.
- Supervising records of daily transactions thereby ensuring the maintenance of daily receipts and payment transactions
- Handling Vendor Payments as per Vendor Statement issued by Project Heads.

- Coordinating with the Statutory and IFC Auditors thereby ensuring all the Statutory Compliances are maintained and followed.

Manager – Accounts & Finance at Swift Real Estate, Navi Mumbai *9th January, 2013 – 30th April 2016*

- Prepared cash flow analysis & Income Projection for a period of three / five years to decide the profitability of land plots.
- Handled the reconciliation process on a monthly basis by tallying the cash book with bank book and necessary accounting arrangements are done to ensure that both the balances tally.
- Assisted the C.A. in finalizing of accounts on an annual basis thereby helping in preparation of account finalisation and making necessary payments for statutory and applicable taxes.
- Maintaining records of daily transactions thereby supervising the maintenance of daily receipts and payment transactions.
- Internal Auditing of the overall organisation to ensure smooth & error free administration.

Finance Executive - Neo Force Financial Services Pvt. Ltd, Navi Mumbai *23rd March, 2012 – 31st Oct 2012*

- Analysed balance sheet and Profit & Loss A/c of HNI clients using different analysis ratios – like NPV, Earnings per Share, Debtors creditors' ratio etc
- Prepared provisional balance sheet & P&L a/c for a period of three / five years to generate the estimated/expected revenue earning or the financial position ahead.
- Bank Reconciliation was done on a monthly basis and necessary settlements are done to ensure both the balances tally.
- Prepared projected cash flow statement for 3-5 years to estimate the cash flow by the end of a given period.

Finance Analyst, Nathdwara Developers Pvt. Ltd, Navi Mumbai *15th July, 2010 – 15th March, 2012*

- Had done internal auditing to ensure both smooth & error free administration in the organization
- Bank Reconciliation is done on a monthly basis and necessary steps taken to ensure both the balances tally.
- Have done the cash flow analysis & a projected income for a period of three / five years is done to decide the profitability for plot of lands and the projected revenue to be generated by the sale of flats built on the plots.
- Assisted the C.A. in finalizing of accounts on an annual basis thereby helping in preparation of account finalisation and making necessary payments for statutory and applicable taxes.

Accounts Officer, Academy of Engineering & Management, Kolkata *7th Mar, 2007 to 31st May, 2008*

- Handled solitarily the Cost centre Accounting.
- Assisted the branch coordinator in the overall administration of the branch.

CERTIFICATIONS

Certification and Training/Workshop Undertaken

- National Stock Exchange Certificate in Financial Market (Beginners Module)
- Completed a Computerized Financial Accounting course with Brainware Computer Academy in Kolkata.
- Took part in "CHARIOTEERS" Leadership & Adventure Consultant during the PG Lab Programme of IBSAR held at Lonavala in June, 2008.

ACADEMICS

- **MBA (Full Time)**–Business Administration; Specialization – Finance - IBSAR, Navi Mumbai under Tilak Maharashtra Vidyapeeth , Pune 2008-2010
- **Bachelor of Commerce (Accountancy)** , Calcutta University, Kolkata 2006
- **HSC** (specialization Commerce), National High School, Kolkata, 2003.
- **10th** South Point High School, Kolkata, 2001.

INTERESTS

- Swimming – Participated in District, School and Club Level Competitions

PERSONAL DETAILS

Date of Birth : 21st December 1984

Permanent Address : Kolkata

Passport : H22156

Gender : Male

Marital Status : Unmarried