

RESUME

NAME

ASISH CHATTERJEE

SEX

Male

Age

48 Years.

TOTAL YEARS OF EXPERIENCE

20+ yrs.

ADDRESS

89,Shantigarh,Graham Road , Tollygounge.Kolkata-700040.

TELEPHONE NUMBER

033- 6545-5542

MOBILE NUMBERS

(0) 90516-34544

EMAIL NO.

asish1964chatterjee@gmail.com

EDUCATIONAL BACKGROUND

AICWA - COST ACCOUNTANT.
B Com. . Calcutta University.
Higher Secondary- Commerce. W.B.H.S
Madhyamik. – W.B Board .

COMPUTER RELATED BACKGROUND

Completed

a Certificate course in Computer
Application – Tally -9 (ERP), MS Office, Word,
Ms. Excel from Datapro Information Technology.

WORK EXPERIENCE

1 TANTIA CONSTRUCTIONS LIMITED.

Period- Working Since September 2004.

Designation – Sr. Manager - Finance & Accounts

Company Profile- Large Construction House

Functional Areas:

Maintenance of Site Accounts all over India , Finalization of
Accounts and Audit – Statutory and Internal.

Statutory Returns and follow up.

Undertaking Stock Audit, Cost and Profitability .

Preparation of Monthly Variance Analysis and Weekly
MIS & Plans

Analysis of Sales Accounting and Financial Statements.

Banking, Tax, and Statutory Obligations.

Risk Analysis. Debtor Control.

Bank Financing and availing of Credit/OD Limits and

Negotiating with Banks on regular basis for Extension and for
fresh Financing.

Credit Control. MIS and Day to Day Control over all Finance
related issues, Preparation of Management Accounts

-Creating Financial & Business Reports.

-Submitting Statutory IT& GST Returns.

-Establish Internal Audit I Procedures

Financial Data Analysis & Risk Assessment.

Extensive Interaction with Team members & Client
organization.

HR/Recruitment/Training

Target Orientation and DIE HARD Follow up.



2. NEW HORIZON LTD.

Period -June 1988 – August. 2004

Designation: Asst. Manager (Finance and Accounts).

Company Profile- Manufacturer & Exporter of Garments & leather goods...

Turnover-Rs.100 Crores.

Functional Areas:

- Preparation of Annual Budgets.
- Financial Accounting, Taxation and Working Capital Management.
- Preparation of Management Accounts
- Creating Financial & Business Reports.
- Submitting Statutory IT, ST, PT, Excise Returns.
- Establish Internal Control Procedures
- Internal Audits.
- Providing strong support in Strategy Development, Resource allocation, Business Profitability, Venture Strategy,
- Data Analysis and Risk Assessment.
- Project Financing, preparation of project reports, and negotiation with Banks, Financial Institutions.
- Liaise with Govt. Department
- Liaise with Tax Authorities/Auditors/Bankers/Lawyers.
- Develop team to achieve goals

3. GORDON HERBERT INDIA LTD

Period- February 1984-May1988.

Designation- Executive – Finance &Accountst

Company Profile- Manufacturing Organization.

Functional Areas:

- Preparation of Annual Budgets and Profit Forecast.
- Financial Accounting, Taxation and Working Capital Management.
- Preparation of Monthly Management Accounts (MMA).
- Creating Financial & Business Reports.
- Submitting Statutory IT, ST, PT, Excise Returns.
- Establish Internal Control Procedures and conducting regular Internal Audits.
- Conducting System Audits.
- Providing strong support in Strategy Development, Resource allocation, Business Profitability, Venture Strategy, M&A.
- Data Analysis and Risk Assessment.
- Project Financing, preparation of project reports, Including negotiation with Banks, Financial Institutions, and Venture Capital Funds.
- Liaise with Govt. Departments and Ministries.
- Liaise with Tax Authorities/Auditors/Bankers/Lawyers/ Press.
- Lead, Motivate and Develop appropriate team to achieve different goals and objectives.

Continued... to page -3

LANGUAGE PROFICIENCY

Strong in ENGLISH, HINDI AND BENGALI.

PERSONAL ATTRIBUTES

**TEAM PLAYER, HAVE GOOD COMMUNICATION SKILLS,
POSITIVE ATTITUDE, AND SELF- MOTIVATED. MATURED,
HONEST AND BELIEVES IN PROFESSIONAL INTEGRITY.**

Asish Chatterjee.

