

## Mukesh Kumar Kar

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### Job Objective

Seeking senior level assignments in Finance and Accounts with an organization of repute.

### Profile Summary

- A competent professional with 10 years of experience in different segments of Finance & Accounts like Accounts Payables & Receivables, Cash Flow Management, statutory Compliance.
- Conversant with preparing various MIS Reports to provide feedback to top management on financial performance, fund management, Current Asset & Liability Review, GL review, budget monitoring.
- Skilled in handling day to day cash and fund flow and accounting functions in co-ordination with internal / external departments
- Instrumental in ensuring optimum utilization of available funds towards the accomplishment of goals
- An effective communicator with excellent team building and leadership skills

### Core Competencies

- Handling Bills Payable and preparing financial reports that showcases & anticipates the organization's financial position to ensure proper accounting & reporting.
- Instrumentation in various process Automation in Procure to Pay operations for better control and faster payment.
- Develop effective and robust strategies to execute payments and successfully development of alternate sources of cost reduction.
- Re-engineering of process and setting effective policies to create clean payment processes to ensure that root causes are analysed and proactively eliminated.
- Implementation and review of industry best practice payment processes and policies compliant with audit standards.
- Managing the task of reconciliation of accounts & receivable along with the General Ledger Control Account.
- Vendor management, Statutory Compliance, Validation of Data Base, Purchase order Release.
- Working Capital management, Trial Balance Risk Review, Month end Provision work out for Primary & Secondary Freight.
- Fulfilling internal & External Audit Queries.

### Organisational Experience

**Since May'16 ITC Ltd. Foods Division, Bangalore as Senior Executive (Central Finance)**

#### Key Result Areas:

- Supervising and Supporting Procure to Pay Team of Central Finance.
- Heading Payment Cell and resolving various issues to ensure timely Check Run and payment.
- Instrumentation in various process Automation in Procure to Pay operations for better control and faster payment.
- Ensure efficient performance of E-payment Process.
- Coordinate with various departments to streamline payment process and ensure timely and error-free payments.
- Vendor master creation with due diligence for entire Foods Division Centrally.
- Monitoring Current assets and Current Liability and schedules preparation, review and Variance Analysis.
- Preparation & Analysis of vendor, contractor, employee ageing. Month end Re-grouping Entry and Provisions workout.
- Issuing PO for all marketing & Admin services.
- Invoice verification: Ensure 3 way Check and error free timely payment.
- Ensuring Statutory Compliances (GST, TDS, TCS, PT, PF, ESIC, MSME etc.)
- Vendors Advance adjustment, Debit Note Review and recovery
- Head the Employee Reimbursement cell and smooth functioning of TE Portal and ensure timely payment.
- Accounting & Reporting for related party transaction.
- GL Accounting. Conducting Pre and post quarterly-Close review.
- Managing the entire work plan and distributing tasks to several individuals
- Put Checks and measured at various stages of Procure to Pay Process.
- Core member of GST transition SAP & Finance team.

**Sep'12-April'16 Dalmia Cement (Bharat) Ltd., Kadapa, AP as Senior Executive (Finance and Accounts)**

#### Key Result Areas:

- GL Accounting. Conducting Pre and post Month-Close review.
- Supporting Payable team on day-to-day basis with various issues to ensure timely payment.
- Vendor Ageing, Vendor Regrouping Entry, Analysis of financial Statements, GR/IR clearing.
- Accounting & Reporting for Inter-unit transactions.
- Trial Balance, Balance sheet & Profit and Loss Account Review & Analysis.
- Reviewing the vendor reconciliation, pending advance addressing and resolving aged issues related to vendors.
- Daily cash/fund flow management and creating monthly cash plan statements.
- NCR Freight working, Taking primary & secondary freight provision in month end.
- TB Risk Review on month end, accomplishing quarterly audit requirement and top management reviews of books.
- Finding and resolving the day to day operational issues.
- Successfully managed the task of imparting training to new joinee & junior employees in the department
- Month end Provision Entry and regrouping entry in SAP, GR / IR clearing.
- Appointed as a Leader in 5S System in the Department. Successfully supervised the team for 5S activity.

- Resourcefully participated in several management team activities, i.e. organising meetings, carrying out CSR activities etc.
- Awarded best employee of the year in the department in the year 2013-14.
- SAP SPOC for the department effective in implementation of new FICO module.

#### **Jul'10-Sep'12                      HSBC Global Resource, Vishakhapatnam as Audit Executive (Compliance Department)**

##### **Key Result Areas:**

- Managed the centralized refund function process for the businesses in North America
- Responsible for examining mortgage loan accounts of various customers
- Carried out audit of on-going operations in consumer lending / mortgage for all the states of United States and ensured adherence to federal laws & regulations
- Prepared MIS Reports on a daily basis to track performance status of the team and accordingly handled the capacity planning activities
- Regularly examined the correctness in the fees charged in accordance with the state laws
- Calculated and Credited the refundable amount into customer accounts after getting approval from business area
- Efficiently prepared monthly performance report of the team in accordance with the Business Area outlines.

#### **Jan'09-May'10                      Ruby Infra Logistics Pvt. Ltd., Visakhapatnam as Jr. Executive (Logistics & Finance)**

##### **Key Result Areas:**

- Managed the port operations for smoothening the import & export processes
- Administered the inward and outward movement of cargos from the port
- Handled the situations like shortfall or excess of stocks at the warehouse by coordinating with several departments
- Developed different reports related to materials and transportation
- Maintained & retrieved all transport & Customs related documents and records in a perfect manner
- Supervised the dispatch of import materials from Visakhapatnam Port in a timely manner
- Carried out the reconciliation of Books of Accounts
- Responsible for following-up with Shipments, Forwarding Agents and Customs for quick clearance of Materials from Port.
- Holds the distinction of maintaining the entire billing and port demurrage accounts of the Branch.

#### **Summer Internship**

Project Title:	Capital Project Appraisal Process of Tata Steel Ltd.
Organization:	Tata Steel Pvt. Ltd., Jamshedpur
Duration:	2 Months
Synopsis:	This Project involves the brief study of the Capital Project Appraisal Process of TATA STEEL LTD. And the steps involved in the approval process of Major Projects in the organization. This Project focus on how Project classification is done in TATA Steel for simplifying the evaluation process and how the Investment decisions can be made more judicious and effective.

#### **Education**

2008	Post Graduate Diploma in Management (Finance & Marketing) from Bharatiya Vidya Bhavan, Bhubaneswar Kendra with 75%
2005	B.Com. from B.B. College, Asansol, Burdwan University with 45%
2002	12 <sup>th</sup> from De Nobili School, Dhanbad, ICSE with 67%
2000	10 <sup>th</sup> from De Nobili School, Dhanbad, ICSE with 64%

#### **IT Skills**

- Well versed with MS Office 2003, 2007, 2010, 2013
- **Proficient with SAP (FICO & MM)**, Proficient with GST changes & updates in SAP, DCBL SAP SPOC for fico module.
- Conversant with CII and Mortgage Serve, MDO, Acricon.

#### **Achievements**

- DCBL Best Employee award in F & A in the year 2013-14
- Won Gold Category award in Kaizen Competition organised by ABK-AOTS DOSOKAI, Chennai.

#### **Social Engagements**

- Provided free education in primary school as CSR activity in HSBC.
- Personal Visits to nearby Orphanage, old age home and donate cloths and food.

#### **Personal Details**

Date of Birth:	11 <sup>th</sup> January 1984
Present Address:	Flat No- F10, Sanvi Residency, Horamavu Agara, Bangalore, Pin - 560043
Permanent Address:	C/o- Mr. M. B. Kar, Indira Nagar, P.O. - Mugma, Dist. – Dhanbad-828204, Jharkhand
Languages Known:	English, Hindi, Bengali
Location Preference:	West Bengal, Orissa, Hyderabad, Bangalore

**Date:**

**Mukesh Kumar Kar**