

Amit Roy

Kolkata, West Bengal



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Professional Synopsis

Professional with 14 years of qualitative experience across divers facets such as Accounting, Financial Management, Financial Reporting, Taxation, Internal Control as well as commercial operations. Proven track record in optimizing cash flow, reducing cost, driving efficiency & integrity in financial by analyzing & resolving complex accounting, reporting & regulatory issues. Expertise in coordination jobs with key individuals involved and proven record of efficient work execution, having multi-tasking capability & team handling experience.

Professional Experience: -

Company: **Melrose Creations Pvt. Ltd. [A Ruia Group Company]**

Profile: The Ruia Group is one of the fastest growing multinational industrial conglomerates headquartered in Kolkata, West Bengal.

Designation: **Manager - Accounts**

Period: Oct'2020 – Jan'2021

Location: Kolkata, West Bengal

Duration: 00 Years 04 Months

Accounting Module: **Tally ERP 09**

Assignments: -

✓ **Accounts & Taxation:**

- Preparing Cash flow statement, Processing vendor bills for payment, Bank reconciliation, Computation of monthly GST liability. Filing Tax audit.
- Reconciliation of ITC claimed as per books of accounts with GSTR2A and filed return.
- Preparing monthly admin budget for different branches.
- Responsible for maintaining accounts of all individual companies.

Company: **Baker Tilly DHC Business Pvt. Ltd. [D. B. Desai Group]**

Profile: Baker Tilly DHC operates as an accounting and consulting firm. It provides assurance, risk, tax and regulatory, corporate finance advisory, and global knowledge services.

Designation: **Senior Executive - Accounts**

Period: May'2016 – July'2019

Location: Kolkata, West Bengal

Duration: 03 Years 02 Months

Accounting Module: **Tally ERP 09, HUB**

Assignments: -

- ✓ **Accounts Receivable:** Responsible for generation of sales invoices for different states and sending them to customers through various channels, manage account balances to discover outstanding debts or other inconsistencies.
- Ageing analysis of debtors outstanding, send reminders to all concern for payments & contact customers when assigned.
- Responsible for general accounting from the receivables point, ledger reconciliations and timely update of receipts from clients.
- Ensured timely reporting to the management from the receivables point and MIS reporting
- Established and implemented various policies & procedures to improve the monthly collections and timely generation of invoices for the clients.
- Ensured timely response to all the finance queries by the other concern dept.

- ✓ **Accounts Payable:** Verification of vendor's invoices, releasing vendors payments after getting approval from concerned authority.
- Resolving various issues pertaining to vendor's payments after coordinating with concerned dept.
- Responsible for periodical reconciliation of vendor accounts. MIS pertains to Vendor payments.
- ✓ **Finalization of Accounts:** Assisted in preparing financial statements, General ledger scrutiny.
- ✓ **Statutory Compliance:** Computation of GST liability and filing of monthly returns GSTR 1 and GSTR 3B, Monthly GST reconciliation.
- Computation of Service Tax liability, timely deposition of service tax and filing of online return. Liaising with Govt. Officials for service tax related issues.
- Calculation of TDS liability & timely payment. Reconciliation of Form 26AS with Books of Accounts, Following up with customers for TDS certificates. Filing Tax audit.
- ✓ **Others:** Bank reconciliation, Processing monthly operating expenses for payment. Assisting in ERP system implementation. Involved in month closing activities.

Company: Shriram EPC Ltd. [Shriram Group]

Profile: A US \$183 million company, which provides end-to-end solutions to engineering challenges offering multi-disciplinary design, engineering, procurement, construction and project management services to public sector companies like SAIL, HCL, NMDC etc.

Designation: Officer – Accounts

Location: Kolkata and Durgapur Steel Plant, West Bengal

Accounting Module: SAP FICO

Period: Dec'2010 – Feb'2016

Duration: 05 Years 02 Months

Assignments: -

- ✓ **Statutory Compliance:** Service Tax - Responsible for computation of liability under the statutory provision of Service Tax, Online return filing and audit. Liaising with Govt. office for upholding strict compliance. Periodical reconciliation/review of statutory GL account in SAP.
- Sales Tax – Responsible for collecting & issuing Form C, Form E-I/II, STDS certificates time to time and maintaining their records. Assisted in Sales Tax return filing, workings & compliance thereof.
- Computation of monthly TDS liability.
- ✓ **Accounts Receivable:** Responsible for customer invoice generation after scrutinizing service completion protocols received from clients and relevant documents pertains to supply.
- Billing schedule reconciliation. Ensure timely submission of invoice to customers (DSP, NMDC).
- Responsible for regular Follow-up with different depts. of clients (Project Dept, Finance Dept, Cash Section etc.) for payments, Prepares Cash Flow reports in order to maintain liquidity requirements.
- Received payment through various methods & check for credibility, Updating accounting records with new payments, balances & customer information etc. Reconciliation of customer account.
- ✓ **Accounts Payable:** Responsible for end to end Accounts payable process in SAP: - Invoice validation, booking & payment processing of PO / Non-PO invoices. Vendor Account reconciliation.
- Preparing statement for outstanding payment for management approval.
- ✓ **Commercial:** Visiting project site office for customer account reconciliation. Preparing various statement for cost provision as per billing & execution schedule for different projects.
- Responsible for obtaining statutory clearance certificate from Contract Labor Cell Dept. (CLC) of Durgapur Steel Plant for our Subcontractors.
- ✓ **Others:** Responsible for maintaining entire site accounts. Supervised a team of outsourced employees.
- Monitored & followed up for regular & timely payment to contractors.
- Passing accounting entries for Site Imprest, Preparing budget for day to day expenses at site.
- Comply for statutory and internal audit.

Company: Indus Tower Ltd.
(Payroll - Randstad India Pvt. Ltd.)
Designation: Associates – Deployment
Location: Kolkata, West Bengal

Period: Mar'2010 – Sep'2010
Duration: 00 Year 06 Months

Assignments: -

- ✓ Responsible for rent escalation, land acquisition & corporation tax.
- ✓ Resolving various issues pertains to rent agreements after negotiating with all stakeholders.
- ✓ Ensure timely payment to all landowners.
- ✓ MIS reporting.

Company: Alcatel-Lucent India Ltd.
(Payroll – Kou-Chan Knowledge Convergence Pvt. Ltd.)
Designation: Associates – Finance
Location: Kolkata, West Bengal

Period: Sep'2007 – Mar'2010
Duration: 02 Years 06 Months

Assignments: -

- ✓ Ensure timely reimbursement to all staff. Resolved various issues pertains to staff payments and company's travel policies.
- ✓ Responsible for timely statutory payments.
- ✓ Validation of vendor's invoices & coordinating with Head Office for timely payments.
- ✓ Generation of PR/PO through ERP system.
- ✓ MIS reporting and Cash handling.
- ✓ Consulting with Chartered Accountant firm for upholding strict statutory compliance.
- ✓ Ensured timely response to all the finance queries by the other depts.

Company: MCC PTA India Corp. Pvt. Ltd. [Mitsubishi Chemical]
(Payroll – Team Lease Services Ltd.)
Designation: Executive – Finance
Location: Kolkata, West Bengal

Period: Apr'2006 – Aug'2007
Duration: 01 Year 05 Months

Assignments: -

- ✓ Responsible for updating Project Cost Report on regular basis.
- ✓ Preparing service tax Input Tax distribution register and ISD invoices.
- ✓ Computation of monthly TDS liability for return filing & issuing TDS certificates to all vendors.
- ✓ Ensure timely vendor payment. Comply for all external audit.

Company: Singhvi International
Designation: Assistant – Accounts
Location: Kolkata, West Bengal

Period: Apr'2003 – Mar'2004
Duration: 01 Year 00 Month

Assignments: -

- ✓ Vendor Payments, Making Vouchers & Cheques.
- ✓ Updating Bank book & all other banking activities assigned from time to time.
- ✓ Preparing statement of account for vendor payment.

Projects: -

Worked under following projects specifically...

- SAIL DSP-MSM, Medium Structural Mill- Durgapur, West Bengal,
- SAIL RSP- Installation of Ammonia Liquor & Sulphate treatment plant for upgradation of Coke Oven battery- Rourkela, Orissa,
- NMDC- Installation of New Coal Chemical Plant- Nagarnar, Chhattisgarh
- MCC-Purified Terephthalic Acid project- Haldia, West Bengal
- RELIANCE GSM 10000 project- Eastern India.

Skills: -

- Organize & Plan • Critical Thinking • Decision-Making • Problem-Solving • Team Work
- Team management • Time Management • Communication • SAP • Tally • Microsoft-Excel

Educational Qualification: -

▪ ***Academic:***

Year 1998 - 2001 Bachelor of Commerce (Honors) from Calcutta University

▪ ***Professional:***

Year 2002 - 2003 Diploma in Financial Accounting System from State Your Center, Govt. of WB

Year 2006 - 2008 Post Graduate Diploma in Business Administration, specialized in Finance Management from Symbiosis Center for Distance Learning (SCDL), Pune

▪ ***Certification:***

Year 2020 “Accounting for Decision Making” from Indian Institute of Management (IIM, Bangalore), an online learning initiative of IIMB *via* edX.

Year 2020 “IFRS 15 e-learning” from Deloitte Consulting.

Additional Information: -

Address: 11A/1A Mahendra Roy Lane, Kolkata,

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Languages Known: English, Bengali, Hindi

Amit Roy
(Kolkata)