**Joydeep Sarkar, B.Com, ICWA, CA (Inter)**

Currently at Kolkata (India) Mob: + (91) 8017107161,

E Mail: [joybct65@yahoo.co.in](mailto:joybct65@yahoo.co.in) Skype ID: joydeep300467

Date of Birth: 30th April, 1967

**Comprehensive experience in**

**ORGANISATIONAL RE-ENGINNERING INTERNAL AUDIT GENERAL ACCOUNTING**

**CASH MANAGEMENT FINANCIAL MANAGEMENT / ANALYSIS STAFF MANAGEMENT**

**REPORTING /DOCUMENTATION PLANNING / SCHEDULING BUSINESS ANALYSIS**

**BUDGET PREPARATION/ADMINISTRATION RISK MANAGEMENT DUE DILIGENCE**

A Cost-Accountant (rank-holder) by qualification with a career spanning across 25 years in India (Tata & Bharat Electronics), Middle East (10 years with Suhail Bahwan Group) & Nigeria (10 years with Fareast Mercantile Ltd).

Pro-active and result oriented with broad experience in all aspects of **Internal Audit, Banking & Treasury,** **Accounting and Financial Management**. Demonstrated hands-on management style in the development and implementation of strategic plans to ensure company growth. Sees the big pictures and plans appropriate strategies to achieve results.

Proven ability to manage multiple assignments efficiently under high pressure situations to meet deadline schedules.

Strong team builder and facilitator, fosters an atmosphere that encourages highly talented accounting and audit professionals to balance high level skills with maximum production.

Ascertains needs & goals, streamlines existing operations, turns around unprofitable functions, envisions new concepts and future trends and follows through with development, direction and achievements. Effectively communicates direction, commits people to action and conveys complex information in easy understood formats.

Computer literate & open to travel.

**PROFESSIONAL EXPERIENCE / ACCOMPLISHMENTS**

**Fareast Mercantile Co Ltd, Lagos – Nigeria**

General Manager – Banking & Treasury 2011 – 2020

Being the Head of Banking & Treasury of one of the biggest FMCG Company in Nigeria, the purpose of the job is monitor the company's funds, ensure accurate & timely fund movement, make payments to vendors and suppliers (both local & foreign) timely, procure FX from bids at the most competitive rates after negotiating with banks, negotiating with banks regarding the interest and monitoring the same. Overview the work related to Branch transfers, Bank reconciliation and supervising sending of Uncredited reports to the branches and get their explanation. Also taking care of the Insurance related matters for the entire group which included filing monthly declaration, appointing surveyors for claim, monitoring the claims raised, followup with the Insurance Company for Credit Notes. Apart from these, taking care of the entire payroll (local & overseas) of the expatriate employees including opening of the individual local bank accounts and monitoring the same, coordinating with bank for the POS machines for Central Bank of Nigeria Cashless policy.

* Ensuring the accuracy of the data and its completeness for FX purchase
* Ensuring the FX procured is in line with monthly requirement
* Timely and accurate calculation, voucher auditing and issuing payment instructions for all payments
* Monitoring the collections which is the main source of funds for payments
* Supervising the followup with the Surveyor & Ins Co for speedy settlements of the Claims
* Ensuring that surveyors are appointed in case of any Insurance claim and report submitted
* Ensuring the accuracy of the data, its completeness and timely submission
* Ensuring that the data and information from Banks/Market passed to MD/FD on time
* Monitoring the various bank balances for imprest and intimating FD with timely reports
* Negotiating with Banks for the best Interest Rates in line with our cost and the prevailing market rate
* Negotiating with Banks during the time of facility renewal for the best rates in all lines
* Weekly negotiation with Banks for FX rates during bids
* Meeting new bank official for further business and facility at an competitive rate
* Seek approval from FD /MD in all the above job as and when required
* Ensure accuracy and completeness of the data for Bank Reconciliation
* Ensure that payments are always released on due dates
* Followup with all Branches and Banks for reconciliation of Uncredited Reports
* Ensure that the staffs are motivated
* Coordinating with the banks regarding customers meet at Branches, installation of POS machines at various locations related to CBN Cashless policy
* Ensure that Bank A/cs of all expat employees are open for which coordinating with the Bank

**Bahwan Cybertek LLC & Infoline LLC, Muscat - Oman**

Head – Internal Audit 2007 – 2010

Establishing the Internal Audit Department for the company along with formulating and releasing the Internal Audit Manual. Conducting the various offshore audits within the guidelines laid down under IFRS, SOX legislation and COSO framework. Lead and assist in developing, maintaining and coordinating the company’s Sarbanes-Oxley (SOX) compliance efforts.

* Conducting operational and financial audits of company business units.
* Collaborating with business unit managers to advise on matters concerning the board’s risks, controls, and best practices.
* Constant monitoring of expenses for cost optimization across organization.
* Communicating the results of audit and consulting projects via written reports and oral presentations to management and the Board of Directors
* Lead and assist in developing, maintaining and coordinating the company’s Sarbanes-Oxley (SOX) compliance efforts
* Advising management and performing assigned tasks to provide reasonable assurance as to the reliability and integrity of information; compliance with policies, processes, management guidelines, agreed contracts with third parties and imposed government laws and Regulations, safeguarding of company assets, economic use of resources, accomplishment of corporate objectives, risk management and best practice processes.
* Evaluating and recommending appropriate action in regard to special requests for audit and allegations of irregularities and fraud. Performing special reviews for irregularities and fraud, following up on allegations and coordinating closely with the board.
* Performing evaluation studies to ensure new procedures are implemented
* Maintaining all organizational and professional codes of ethical standards

**IFFCO Distribution LLC, Muscat - Oman**

Manager – Finance & Administration 2002 – 2007

Overall authority for the financial operation of the organisation, budget preparation and administration, audit, taxation, accounting, monthly closing of books of record, accounts reconciliation and journal entry adjustments. Prepares monthly, quarterly and annual reports summarizing and forecasting company business activities and financial position in the areas of income, expenses and earnings based on past, present and expected operations. Develop financial statements, analyse business trends and daily operating costs. Supervises, leads and supports staff of 9.

* Coordinates accounting information systems which track specific operational and financial data.
* Interfaces with the IT department in the development and implementation of efficient systems consistent with new software applications.
* Preparation and circulation of various MIS reports (route & key accounts profitability, contract profitability, etc as required by senior management on a weekly as well as monthly basis.
* Preparation of profitability analysis in respect to the new business/contracts as required by the senior management.
* Coordinates regular functioning of the department like timely processing of the payment, depositing of cheques, cash. etc.
* Oversees the functioning of the entire department, daily operations and performing administrative functions for the Accounts department.
* Coordinates with all Sales department heads in respect to MIS which includes P&L A/c, Balance Sheet, Cap Ex, Cash Flow, AR, AP and Manpower report) and other related reports and figures.
* Preparation of yearly Budget in consultation with the various Business Heads and circulated them
* Monitoring the Actual vs the Budget and tracking the abnormalities.
* Coordinates with Internal Audit with respect to the reports and works done by them.
* Monitoring the Funds position and preparing Cash Flow Statements.
* Checking and clearing various vouchers like Adjustment Vouchers, Repair Estimates, Local and Foreign payments, Petty cash payments, etc. in Oracle Apps System.
* Planning and directing the periodic stock verification of the warehouse and the supermarkets.
* Total exposure in Oracle Apps System.
* Effectively supervises Accounting personnel, ensuring optimal performance.
* Trains, directs and coordinates personnel. Ensures that training and development needs are met and provides assistance and support as needed.
* Conducts performance appraisals as assigned. Provides measurable feedback to accounting staffs and suggestions for improved performance.

**Bahwan Foods (Khalijana) LLC, Muscat - Oman**

Commercial in charge 1999 – 2002

Devised and successfully implemented a transparent system for control of ordering, stock movement, thereby streamlining the purchase procedure in line with the rules and regulations of the company

* Responsible for entire purchase (local as well as import) of the company.
* Negotiations with the suppliers in respect to rates as well as credit term
* Filing of the Tenders for supply of foodstuff to various institutions.
* Fixing of the price of items in line with local and international market trends
* Liaison with the Banks in respect to Document, Foreign Exchange, etc
* Liaison with the Clearing agent at the port
* Stock Control and monitoring the movement

**Tata Enginnering & Locomotive Co. Ltd., Bangalore - India**

Asst. Manager – Internal Audit (Southern Region) 1995 – 1999

Effectively devised and successfully implemented a unique Procedural System, Streamlined the entire Sales, Marketing and Supply Chain Management for the entire South India Operation of TELCO. Formulated and deployed the strategic Logistics plan bringing in handsome savings and better efficiencies for entire TELCO. Evolved and effectively implemented the AUDIT COMMON LANGUAGE (ACL). Contributing to the effective use of synergies resulting in better working capital management and better profits.

Responsible for Audits, Investigations, System Studies, Planning and Review of Procedures, Introduction of Systems and Controls for :-

* All 25 Telco Dealers in South India
* 25 Telco Authorised Service Centres
* 5 Marketing Offices
* 7 Sales Offices (including Storage Yard)
* 1 Regional Office
* 4 Spare Parts Centres
* 3 Excavators Warehouses
* 4 Excavators Marketing Offices

**Bharat Electronics Ltd. Pune/Kolkata - India**

Accounts Officer – Internal Audit & Finance 1991 – 1995

Performed a full spectrum of accounting functions including audit testing for numerous financial accounts, test of controls, evaluation and documentation of accounting systems

**EDUCATION / PROFESSIONAL AFFILIATION / SPECIAL TRAINING / COMPUTER SKILLS**

* Secondary & Higher Secondary - South Point High School, Kolkata, India in 1983 & 1985
* B. Com Degree – Accounting with Honours – St Xavier’s College, Kolkata, India in 1988
* AICWA – all India 41st Rank with The Institute of Cost & Works Accountants of India in 1990
* CA (Inter) – with The Institute of Chartered Accountants of India in 1990
* Course in Information System Auditing from CISMA, Chennai
* Workshop in Self Appraisal System & Procedures in Internal Audit with IBM
* Attended workshop in Leadership / Risk Management/Decision Making in TELCO

**LANGUAGE PROFICIENCY**

* English – Writing, Speaking Reading
* Bengali – Writing, Speaking, Reading
* Hindi – Reading & Speaking
* Marathi – Reading & Speaking