**Career Summary**

Aspire to work for a leading organization that offers good opportunities and where I can utilize my domain & functional capabilities constructively and make significant contribution towards organization’s growth and success.

An accomplished and certified finance & accounts professional (AICWA) with over 21 years of global experience and proven track record of success in providing hands on and adaptable approach in leading the finance function to deliver commercial, financial, operational and strategic support to the business. Extensive experience in multi-functional, multi-cultural & fast paced environment. Ability to build strong working relationships, lead high performance teams and communicate effectively with internal and external environment.

**Core Competencies**

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| --- | --- |
| * Accounts Finalization | * Finance, Banking, Costing |
| * Balance Sheet, P&L | * MIS Reporting (IFRS) |
| * Statutory Compliance (ESI, PF, PT etc.) | * Taxation (GST, TDS, Income Tax etc.) |
| * Budgeting & Forecasting | * Variance Analysis |
| * Export/Import | * Auditing |
| * Fixed Asset Accounting | * Payroll Accounting |
| * LC, BG, Hedging | * Cash Flow Projection |
| * Transfer Pricing | * FEMA |
| * IGAAP & USGAAP | * CMA Data |
| * Tally ERP | * Quickbooks PRO |
| * Hyperion Financial Management (HFM) | * Sage 50 |
| * MS Office (Word, Excel, Power Point etc.) | * SQL |
| * Liaison | * Team Management |
| * Leadership & Mentoring | * Financial Planning & Analysis |

**Experience**

**Ensim India Private Limited (An Ingram Micro Co) – Durgapur, WB, India**

Company profile: Ensim India owned by Ingram Micro to provide IT software services globally.

**Position: Finance Manager Jun 2019 – Nov 2020**

* Heading Finance Department of the company with 50+ crores turnover and 300+ employees.
* Finalizing Books of accounts, MIS Reporting, Transfer Pricing, RCM, Forex Management etc.
* Preparing Annual OPEX & CAPEX Budget by cost center.
* Forecasting quarterly OPEX and conducting variance analysis; Budget vs Actual vs Forecast.
* Ensuring STPI compliances, RBI compliances, GST, TDS & IT Return and ROC filings on time.
* Scrutinizing and authorizing vendor payments, salaries, bonus, commission and tax liabilities.
* Coordinating with Auditors’ to accomplish GST Audit, Statutory Audit & Tax Audit.
* Handling departmental notices and liaising with lawyers regarding legal cases.
* Re-defined operational processes and re-organized financial SOP.
* Introduced Fixed Asset Register and Fixed Asset Accounting.
* Re-classified all ledgers to align with corporate HFM code and description.

**Project People Services Private Limited – Bangalore, India**

Company profile: Project People India provides IT enabled services (ITeS) and BPO/KPO services to Project People UK.

**Position: Accounts Manager Jul 2014 – May 2019**

* Headed finance function of 3 processes and leading 20+ members team.
* Provided business partnering support, strong focus on driving financial goals, adopting best practices, automation in finance areas. Expertise in cost controlling and handled several dedicated cost reduction projects.
* Lead compliance and taxation function and ensuring adherence to local tax laws as applicable.
* Timely insights to management and suggested suitable dashboards on variances, trends and corrective action.
* Finalized of books, budgeting, MIS reporting, liaising with bankers, vendors, auditors etc.
* Scrutinized and authorized payments, payroll and tax liabilities.
* Interviewed, trained, mentored and solved problems faced by team members.
* Ensured SEZ compliances, Tax return filing and ROC filing done properly and on time.

**Bharath Infra Exports & Imports Limited – Bangalore, India**

Company profile: The major business of the company is in wholesale supply of construction materials to Builders across South India and some export of leather products to Europe.

**Position: Accounts Manager Jan 2010 – Jun 2014**

* Successfully headed financial affairs of the company for Rs.750 crore annual turnover.
* Responsible for Finance, Accounting, Budgeting and Costing functions; provided statistical support to marketing team.
* MIS presentations in weekly review meetings, analyzing the performances, action plans for variances & review / monitoring the implementation of action plans to mitigate unfavorable variance on periodical. Published daily flash reports.
* Routine accounting activities, Monthly book closure activity, Bank reconciliation and liaising with bankers, Debtors and Creditors accounting and reconciliation, Debtors ageing report and follow-up with customer, Supplier payment processing, Imprest account settlement, Preparation of various MIS reports, Working capital management.
* Collated CMA data and stock statement for secured and unsecured borrowings.
* Re-negotiated lending terms with bankers to bring down around 50% annual financing cost.

**Singh Hospitality Group – New York, USA**

Company profile: It is a chain of eight restaurants and catering businesses established as separate entities under the group.

**Position: Financial Controller Sep 2005 – Dec 2009**

**Position: Senior Accountant May 2004 – Aug 2005**

**Position: Accounts Payable Executive Nov 2002 – Apr 2004**

* Engineered and controlled fiscal activities of 8 restaurant and catering facilities.
* Planned and executed annual budget of $50 Million; Conducted variance analysis.
* Accomplished daily accounting activities, monthly book closure activity, bank reconciliation and liaison with bankers, revenue recognition and reconciliation of credit card receipts, supplier payment processing and reimbursement claim settlement, preparation of various MIS reports, working capital management.
* Integrated new acquisition, by creating substantial process efficiencies to absorb increase work obligations. Obtained necessary legal documents for smooth transition.
* Improved the inventory management process by defining the purchase points, implementing perpetual count and itemized consumption reconciliation resulting in prevention of pilferage and leakage.
* Efficiently processed bi-weekly payroll of 700+ employees across the organization.
* Administered employee benefit programs, medical insurance, workmen compensation, disability and unemployment claims.

**Al Shokur India Private Limited – Kolkata, India**

Company profile: The Company is in the business of manufacturing and exporting of TEA to Europe & Middle East.

**Position: Accountant Apr 2001 – Oct 2002**

* Managed all accounting operations including Billing, A/R, A/P, GL and Payroll, Cost Control, Inventory and Revenue Recognition.
* Developed and document business processes and accounting policies to maintain and strengthen internal controls, and internal & external audits.
* Maintained cost accounting records and prepared Cost Sheet per shipment.

**M/S Ashraful Islam & Company – Kolkata, India**

Company profile: Chartered Accountant Firm

**Position: Assistant Accountant Jul 1999 – Mar 2001**

* Orchestrated and maintained books of accounts and prepared financial statements for proprietors, partnership firms & companies.
* Held responsible for calculating & return filing of individuals and companies.

**Education**

**COST & MANAGEMENT ACCOUNTANT (AICWA No.32782) 1994 – 1997**

The Institute of Cost Accountants of India <www.icmai.in>

**BACHELORS IN COMMERCE (B.COM in Accountancy)** **1991 – 1994**

Calcutta University, India