***RESUME***

# Name :- Sh. Sandip Mitra

Fathers Name :- Jyotirmay Mitra

Present Address :- 4/1/M/1, Sahid Khudiram Road,

Budge Budge, Kolkata – 700 137

Tel :- 9830431443

Date of Birth :- 14th June, 1968

Marital Status :- Married

***Educational Qualifications***:-

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| --- | --- | --- |
| **Examination Passed** | **University/Board** | **Year of Passing** |
| Post Graduate Diploma in Financial Management | Indira Gandhi National Open University | 1997 |
| M.Com | Himachal Pradesh University | 1995 |
| B.Com | Calcutta University | 1988 |

***Software & Computer Knowledge***

MS Excel / Google Sheet – Command –IF & IFs + Periodic Condition with given dates, PIVOT, Index-ing, Sumifs, Vlookup/ Hlookups from different excel files.

Power Point- Presentations & Links with Excel sheets.

Google Forms

MS Word with mail merges from Excel Data

Microsoft Dynamics AX as a platform for Accounting.

CRM/ LMS for POS & Billing & Topline reporting

### Employment information: -

***Current: -*** **VLCC Health Care Limited, Wellness section** - from 2012 to till Date.

Designation: - Regional Accountants Head (Reporting to :- GM Finance & Regional Head Operation)

**Posted: - Calcutta**

Accountable for - 16 Branches of Eastern India & 2 Branches for Dhaka/ Bangladesh.

Reported by :- 16 Accountants in India & 2 Accountant & one Area Accountant in Dhaka.

**Job Profiles** :-

**for Expansion of Business**-

Exploring New Sites for expansion with Site selection in terms of Commercial viabilities. Presenting Business MIS, ROI, coordinating with Landlords & Project/ Corporate Finance & Operation team during pre-executions period.

Handling Compliances for new business setups – Trade License, Shop & Estab, GST, ESI, TDS, Prof Tax, Municipal taxations & Permissions.

**For Monitoring Ongoing Branches**

Monthly/ Qly/ Yearly expenses Budget in comparison to the budgeted toplines with Breakeven analysis & Planning for Fixed Cost Controlling & optimizing.

Preparation of Monthly & Qly Financial in comparison with Budget & further planning for next month. Compilation of all Branches together for Consolidated Zonal Performace.

Managing the Monthly/ Annual Audit (internal/ External) of the Branches.

Preparation of quarterly Dhaka Financials for submitting the same to Central Bank & Board of Investment to comply the FDI norms.

Working Closely with Regional Head (East) for all related matters- cost controlling drive, giving time to time information about performance analysis, preparing of presentation Template with Financial Data. Time to time incentivizing plans to pace the collection with realtime implementation & communicating centres.

***Previous employments: -***

**VLCC Health Care Limited,** Institute & wellness division

**From** 2005 to 2012 - Posted at Kolkata as Regional Accountant.

**Alankar Slimming & Cosmetic Clinic** - A Slimming & Beauty Sector

**From** 1999-2005 – Posted at Kolkata as Area Accountant.

**Thames Technologies Ltd.(Amkette)**- A Computer peripheral mfg & supplier.

**From** July 96- May 99. Posted - Delhi Corporate Office as Sr. Accounts Officer

**Real Value Appliance Ltd** – A Ceasefire mfg company

**From** July 95- May 96. Posted - Delhi Zonal Office as an Accounts Officer

**Hi-Tech Scafform (P) Ltd.**  A Construction co. for Ansals / DLF / Simplex

**From** Oct.90- May 95. Posted – Delhi Head Office as an Accounts Officer

### SANDIP MITRA

Calcutta

**9830431443**

**sandipmadhu2000@gmail.com**