

CURRICULAM VITAE

PRIYARANJAN SHRIVASTAVA

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**Objectives:** To contribute my best effort in the attainment of the organizational goals and at the same time achieving the highest standard of excellence in areas of Accounts, Finance, and Tax & Administration.

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| **Professional & Academic Qualifications** | | | |
| **Year** | **Exam** | **Insitution/ Board / University** | **Class / Division/ Grade** |
| 2012 | ICWAI Inter | ICWAI, Kolkata | 51% |
| 2009 | MBA (Finance) | NIBM, Chennai | 64% |
| 2001 | B.Com | Calcutta University | 50% |
| 1997 | H.S.(10+2) | U.P.M.S.P., U.P. | 45% |
| 1994 | Madhyamik (10th) | B.S.E.B., Patna | 59% |

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| **Certificate Course** | | | |
| **Year** | **Exam** | **Institution / Board / University** | **Class / Division / Grade** |
| 2003 | Master Accountant | I.C.A., Kolkata | A+ Grade |

**SKILLS:**

* Financial Accounts Management along with Finalization
* AR / AP Mananagement.
* Knowledge of IGAAP
* Knowledge of Draft for proposed GST for implementation.
* Internal Auditing and Tax compliance (Direct & Indirect).E-filing of TDS, VAT computation & filing, Service Tax Computation and filing for the same.
* Compliance of Internal Control and reporting thereof.
* Personal Income Tax Calculation, Advance Tax calculation.
* Budgeting, Forecasting, and Variance Analysis and cost control
* Fund Management and Fund Raising for working Capital Management
* Hardcore Banking Knowledge such as BG, LC, Term Loan, NEFT/RTGS Processing etc.
* Financial Analysis and MIS
* Company Incorporation, DSC,DIN and Annual Return to ROC.

**Work Experience:**

**From October 2019 to Till Date: Sr. Manager Finance, Manaksia Coated Metals & Industries Ltd (MCMIL)**

**Company Profile: MCMIL is a prominent manufacturer and exporter of coated metal products and FMCG Products**

**Job Description:**

* Liasoning with Banks for disbursement of Term Loan & Working Capital.
* Preparation & submission of the proposal to the Banks for availing the Working Capital Facility
* Negotiation of interest rate & security creation.
* Preparation of CMA Data.
* Interacting with Banks Officials up to the GM & DGM Level for availing finance.
* Monthly calculation of Stock & Receivable Statement and calculation of DP (Drawing Power)
* Monitoring of various charges which are imposed by Banks for establishing ILC (Inland L/C’s) & FL/C’s (Foreign L/C)
* Co-coordinating for different Rating Agency for Credit Rating
* Hedging against Export Receivable & Payable.
* Handling LME Account (London Metal Exchange).
* Managing Consortium Meeting & Plan visits of Bankers etc.
* Availing FCNRB TL, FCNRB DL & PCFC finance at cheap rate
* Heading Internal Auditing and coordinating with Internal Audit so that effective control can be placed within the organization for each & every transaction.
* Consolidation of entire Production Units P&L and Balance Sheet.
* Reporting to CFO & MD on Day to Day Financial Matter.
* Handling Accounting Activities, Taxation (Incl. Direct & Indirect)
* Monitoring New Unit’s set-up and preparation of feasibility analysis & doing research and analysis.
* Projection & Cost Monitoring for new setup.
* Annual Budget Preparation and variance analysis thereof.

**From Feb2017 to October 2019: Sr. Manager – Financial Analyst (MD’s Secretariat), Siddha Group**

**Company Profile: Leaders in Real Estate Development**

**Job Description:**

* Project-wise Profitability preparation
* Project-wise Costing Analysis
* Sales & Marketing Strategy Finalization and assessment of revenue from thereof
* Demand Projection and preparation of expected cash flow
* Delay Analysis in casting schedule and variance analysis thereof with actual.
* P.O. & Work Order Approval along with Item Rate Analysis.
* Heading Internal Audit Committee for Project’s Internal Audit and get the query resolved raised by auditor in collaboration with Project’s team & present the report to management
* Working closely with top management to finalize the business operation & decision thereof.
* Assisting MD & Joint MD all facets of Project Budgetary Control.
* Engaged & working closely all departments for implementation of MD’s instruction and new policy.
* Finalization & negotiation with vendors for procurement and contractors for various work
* Variance Analysis.
* Finalization & approval of Budget for various departments such as HR, Sales & Marketing etc.
* Preparation of cash flow Project-wise & consolidation thereof.
* Monitoring Sales Projection & Achieved Target Analysis.
* BOQ and Contract finalization
* Feasibility Analysis prior the switch on of the project
* Handles most of the commercial activities which are highly sensitive.

**Achievements:**

1. Currently Implementation process going on for SAP across Siddha & myself single point contact with PWC
2. Implemented of New Software for Aluform Management
3. Implemented system of analysis for Digital Marketing

**From Oct 2011 to Nov ' 2015: Asst. Manager (Accounts & Administration), Larsen & Toubro Ltd**

**Company Profile: Leaders in construction, Technology, manufacturing and engineering**

**Job Description:**

* Monthly GL scrutiny, Preparation of Monthly Operating Profit & Loss of the projects. And ensures GM (Gross Margin) should stable.
* Internal Audit for other Projects to assess the efficient & effective company defined policies and streamline the process if any lapses occurred.
* Month end closing and send all the reports to IC HQ Accounts.
* Computation of Service Tax and ensures Cenvat fully and correctly availed.
* Monthly Computation of VAT and ensures all eligible ITC correctly availed.
* Conducting Internal Audit to different Project Site as per audit committee guidelines.
* Monitoring & Handling of effective Internal Control Procedure as per the Internal Audit guideline.
* Generation of Road Permit / E-waybill
* Managing & controlling issuance of Form-C & Form-H for central sales tax purpose.
* Look after the Entry Tax/Octroi &. LBT compliance.
* Comply the requirement of CSR policy as per the applicability.
* Management of Fixed Register(Owned & Hire)
* Reconciliation of Cost Ledger to Financial Ledger.
* Preparation of Budget, Cash flow and managing working capital.
* Preparation of Project cost report, Borrowing cost Report, Amortization report
* Variance analysis for Overhead, Procurement of materials & other resources with Budgeted Provision
* Compliance of Insurance requirement such as CAR, EAR, GPA & WC etc. For project.
* Compliance of PF, Labor Law and WCT, TDS and BOCW Act.
* Preparation of BG (Bank Guarantee), IB (Indemnity Bond) and PBG (Performance Bank Guarantee) with assistance of HQ IC Insurance Deptt. as per clients requirement.
* Issue a work order and commercial approval for the same
* Checking of S/c Biils according to their scope of work and ensures statutory requirement & as per work order scope, compliance should be correctly completed such as PF, ESI, Retention etc.
* Responsible of effective materials control such as Daily Physical Verification, Non-Moving Items, surplus stock and dead-stock.
* Responsible for monitoring and controlling materials requirement according to Budgeted Provision and follow necessary guidelines such as raising of PO, GIN, MRN and consumption(Indent posting)
* Responsible for timely submission of Client’s Running Bill (RA Bill) and collection thereof.
* Active involvement in estimation and forecasting regarding Procurement of materials and other resources.
* Involved in vendors finalization and handles all the administrative grievances related to projects.
* Presentation of financial position of the projects to BU Head & Segment Head in Half-yearly & annual budget review.
* Reporting to Cluster and HQ IC Accounts.

**Achievements:**

1. Successfully Completed 450 Crores of Project of Institutional & Commercial Building.( L& T own Training Institution)
2. Successfully completed a Commercial Building project having a project value Rs. 375 Cr
3. Completed successfully a Project having value of approximately 375 Crores for High Rise Residential Buildings comprises of 2 Nos. Towers with 55 floor.
4. Completed 30% billing of total contract value of a Project -Odisha Gov't Medical College in three different location. Having a value is Rs. 650 Cr.
5. Taken a session of Swagat Programme for Newly joined Employee and SDP (Supervisory Development Programme) for supervisor Cadre Employee. In all, 8 times recognized as best faculty.
6. Promoted from Executive Accounts to Assistant Manager Account w.e.f. 01.01.15.
7. During 3 years of my service 2 years consistently recognized as a Top Performer during appraisal.
8. Well Conversant in EIP SAP version 2010

**Sep 2006 to Oct 2011: Accounts Manager, Image Group**

**Company Profile: Major leader in Retailing of consumer durable goods and also engaged in leisure industry.**

**Job Description:**

**Accounting & Auditing**-Supervision of all the accounting entries which is entered by the subordinates on daily basis in accounting software Tally ERP, analyzing the nature of expenditure and auditing as per company policies and norms as well as statutory guidelines. Proper allocation of collections from the debtors and payments to the creditors after approval of payment advice as per the credit period. Deduction of TDS on payment where applicable as per the prescribed rates. Apart from this assessing Advance Tax Liabilities, FBT Liabilities and payment thereof on time and submit the return. Attending of Income Tax, sales Tax and service Tax scrutiny.

**Budgeting**- Preparing monthly budget of for development cost along with the proper accounting heads for the income and expenditure during the year. Monitoring the proper implementation of budget policies and guidelines and analysis of budget variance and the reason thereof.

**Management Information System (MIS) -** Preparing daily business report (DBR) of various product of the Company and reporting them to the management. Preparing the statement of yield of these products on monthly basis. Preparing statement of liabilities (payable) and outstanding (receivable) on monthly basis. Preparing Bank Reconciliation Statement (BRS) on monthly basis to know the exact position of Bank and allocation accordingly.

**Financial Analysis** - Analyzing the financial data after preparing monthly reports and presenting the same to the management of the company. Analyzing negative and positive budget variance, decline or improvement in the yield of different products of the company and the reason thereof. Analyze of outstanding (receivable) >40 days and collections and assessing liabilities (payable) to the outsider during the month.

**Assistance to Auditor**- Assist to auditors during finalization of Annual Accounts & Assessment.

**Taxation** - Handling Tax Matters such as (TDS, Service Tax, FBT, VAT, Sales Tax, Personal Income Tax Calculation, Singapore Taxation and Seychelles Taxation) etc. Filing of quarterly TDS return, Service Tax Return and computation of CENVAT credit, Computation of VAT and filing of monthly return for that.

**ROC MATTERS**- Company Incorporation, Change of Director, Making DSC and DIN and Filing

Annual return of the Company.

**Achievements:**

1. After joining of 4 months, nominated as an Internal Control Head.
2. Took a charge of entire accounts & finance department along with International Segment and Branches of other parts of the India.

**Feb 2006 to Sep 2006: Manager Audit Site, Nityanand Infrastructure Ltd, Mumbai**

**Company Profile: Deals in Highway Projects, Pipeline and Dams,DG Hiring and having a good clientele such as Reliance, ONGC, Bank of India, Patel Egg, Madhucon Infraprojects, Punjj Lloyds etc**

**Job Description:**

* Responsible for Material Reconciliation at site and maintains Sub-contractor Accounts
* Checking of RA Bill and computation of their bills according to their work order
* Tax compliance which involves in sub contactors bill
* Stores reconciliation through Inward –Outward Material register and their proper allocation
* Prepare payment advice with accuracy and on time for making payment to sub-contractor
* Also Responsible for all Tax compliance such as Income Tax, Advance Tax computation, Service Tax (Cenvat Credit).
* Setting a CC Limit from different Financial Institution
* Monitoring of Investment of Mutual Fund and Equity Market.

**Achievements:**

1. **Joined as Account Manager. After 1 month, designated as a Manager Audit Site.**

**Oct 2004 to Feb 2006: Project Accountant, Atlanta Ltd, Mumbai**

**Company Profile: Major Leader in Highway Projects, Power Projects, Airport Projects, Dams, Railway Projects, Realty, Mining and many more and ISO Certified and listed in NSE and** BSE

**Job Description:**

* Responsible for making Weekly projection for site expenses.
* Handling Tax compliance which involves in contractor and sub-contractor bill.
* Responsible for entire Accounting & Finance Management for three Project Sites.
* Responsible for labors and Plant affairs of the company.
* Checking and scrutiny of material supplier accounts
* Checking of all cost associated with Machinery & Equipment and vehicles according to their Logbook and follow company norms and standard in this regard.
* Maintains banking matters which are associated with the particulars projects
* Checking and scrutiny of MB Books of Contractor and sub-contractor according to their work order
* Insuring payment within time and with accuracy.
* Making of BG and LC for different supplier such as IOCL, BPCL and Quipo Equipment etc.

**Achievements: 1. Successfully completed a project at Western Express Highway, Mumbai of 6 Kilometer along with Service Road, amounting of Rs. 120 Crores.**

**Oct 2002 to Sep 2004: Accounts Officer, Jain SyntexPvt Ltd, Kolkata**

**Company Profile: Retailer of Textiles and also engaged in manufacturing**

**Job Description:**

* Responsible for all accounting entries such as Sales, Purchase and other recurring Expenses
* Handling all Transportation affairs such as Builty releasing etc.
* Handles Brokers Account and calculation of their commission according to company norms.
* Preparation of BRS and ageing analysis for the customers.
* Deal with the Banks and also monitor Investments of the company
* Finalization of Annual Accounts and Tax compliance such as TDS for Brokers or agents.

**Computer Skills:**

**Basic:** Windows 98, XP,DOS, Internet and Email, MS Office and proficient in Excel such as Macro, V-Lookup etc.

**Programming Language:** Visual Basics but not in depth. I have learnt in my ICWAI Training.

**Accounting Package:** Privately owned Logistic software, Tally ERP, FACT, ACE, Accord, Ex-NGN etc.

**Personal Details:**

**Marital Status:** Married

**Date of Birth: August** 17th, 1978

**Father Name:** Jayagovind Srivastava

**Languages Known:** Hindi (Read, write & Speak), English (Read, write & Speak), and Bengali (Speak Only)

**Reference:**

1. Gunjesh Kumar Sinha, Genus Power Ltd, Contact No.:9430207127
2. Ajoy Kumar Muhury, L&T Limited, Contact No.: 9821280215