**R E S U M E**



1. **PERSONAL PROFILE :**

1. **NAME** : **TUSAR KANTI KONER**

2. **FATHER’S NAME** : Late Bata Krishna Koner

3**. PERMANENT ADDRESS** :  **57/15/1 Dewangazi Road,**

B. B. D. Nagar, Ward No : 54, Bally,

(Nearest Rail Station Belur)

Howrah, W.B,

Pin Code – 711 201

4. **CONTRACT NO ®** : **9474168717 / 9475242450**

**E MAIL. ID** : [tusarkanti.koner@gmail.com](mailto:tusarkanti.koner@gmail.com) / koner\_kantitusar@yahoo.co.in

Whats App No : 9475242450 / 9474168717

5**. DATE OF BIRTH** : 02.08.1967

6. **ACADEMIC QUALIFICATION(S)** :

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| --- | --- | --- | --- |
| **EXAMINATION(S)** | **NAME OF BOARD/ UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE OF MARKS** |
| SECON Secondary Education | W.B.B.S.E. | 1984 | 63.45% |
| Higher Secondary | W.B.C.H.S.E | 1986 | 57.20 % |
| B.Com (Hons. In Accountancy) | The University of Burdwan, W.B. | 1989 | 52 % |
| M.Com. | The University of Burdwan, W.B. | 1992 Held on 1993 | 42 % |

7. **EXTRA QUALIFICATION(S)**  :

(i) **COMPANY SECRETARY**(*Intermediate)* on Dec.1994under The Institute of Company Secretaries

of India, New Delhi and obtained more than 50% Marks.

(ii) Two years diploma course of **MBA EXE(FIN. & BANK**) on Sept 2011 under VINAYAKA MISSION’S

RESEARCH FOUNDATION, Tamil Nadu ) and obtained more than 60% Marks

8. **LANGUAGE KNOWN** : Bengali & English

. 9. **COMPUTER LITERATURE** : M S Word, M S Excell, Tally-E R P -9, etc

10. **KEY POINTS** : Strong and good Communication Skills,(ii) Ability to work in any kind of

atmosphere, (iii) To work as a Team Leader controlling 50 Branch Office(s)

and at least 50 Staff Member(s) in Accounts / Finance / Cash Department at

Head Office

**Contd…….….. p/2**

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1. **JOB PROFILE :**

**PRESENT EMPLOYER** : **KARUNA MANAGEMENT SERVICES LTD ( Karuna Group )**

**(Retail Stores Divn, Total Stores and Service Centers – 38 Nos )**

**(a Trading and Distribution Company of SAMSUNG Mobile / TITAN EYE PLUS / WORLD OF TITAN /VODAFONE and a Manufacturing and Distribution of LED Bulbs (NORDUSK ) yearly turnover of Rs 2200 Crores)**

1. **Regd. & Head Office : 207 C R Avenue, Kolkata 700 006, W.B**
2. **Date of Joining : Nov 2017**
3. **Designation : Head (Accounts & Admn ) – Retail Divn**

E) **Nature of Job** : I. ACCOUNTS AND FINANCE Related Matters :

- Daily Accounting Operation of all Retail Stores and Service Centers

- Overall **Internal Fund Control** of Retail Stores Divn

- Overall Control of Bank Accounts including **Term Loans /OD Accounts**

**- Control of Various Schemes Receivable and Claim Adjustment**

**- Follow up Bills Receivable and Bills Payable**

- Finalisation of Accounts / Profi**t & Loss/ Cash Flow and Balance Sheet**

- Weekly, Monthly and Quarterly **Budget and Variance Analysis**

- **Calculation of Operating Profit** of each Sales Units and Service Centers

- Cost Analysis of Service Centers / Sales Units

- Control of Reconciliation - **Bank / Branch and Stock** with Branch and HO

- Control of Sundry Debtors & Creditors and Authorised Dealers

- Control of **Internal Stock Audit / M I S Jobs**

**- Internal Audit Observations – Quarterly Basis**

II. STATUTORY AND TAXATION Matters :

-Time to Time payment of **Adv.Tax/ TDS / GST / PF / ESI ,etc**

-Follow up Return Fillings of – **TDS / GST / PF /ESI / Income Tax ,etc**

-Always communicate with **TAX Consultants and Statutory Auditors**

E. **Salary Drawn** : **Rs 55,000/- p.m Plus Puja Bonus / Exgratia (one month salary)**

F. Gross Salary : **Rs 60,000/- p.m**

G. Expected Salary : May be Negotiable

H. Reporting : **Managing** / **Executive Director / CFO / GM ( Accounts & Finance)**

I. Notice Period : **15 days** to one month

**PREVIOUS EMPLOYER (I)**  : **J. J. AUTOMOTIVE LTD (Bengal Hyundai Divn.)**

(a group of HMIL Car Distributors and Automobile Service Sectors, yearly

turnover Rs 180 Crores approx)

1. **Regd. & Head Office : 25B Park Street, Kolkata : 700 016, W.B**
2. **Corporate Office :** 71, Park Street, 3C Park Plaza, 3rd Floor,Kolkata-16, W.B
3. **Date of Joining : May 2012 to Oct 2017**
4. **Designation : AGM (Finance & Accounts)**
5. **Reporting : Sr. GM / CFO / Managing Director**
6. **Last Salary Drawn : Rs 38000/- p.m plus quarterly basis Incentives**
7. **Gross Salary : Rs 45000/- p.m**

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H) **Nature of Job** : (i) Overall Fund Control of Bengal Hyundai Divn.(Gr. Companies)

(ii) Liasion and Negotiation with Bank Manager(s)

(iii) Finalisation of Accounts of Bengal Hyundai Divn

(iv) Profit & Loss A/c and Balance Sheet (Quarterly / Half yearly / Yearly) and

Cash Flow Statement

(v) Budget and Variance Analysis

(vi) Cost Analysis of Productions and Sales Units

(vii) Bank Reconciliation, Branch Reconciliation, Stock Reconcile

(viii) Control of Sundry Debtors & Creditors

(ix) Follow up the Payment side either Cash / Bank on regular basis

(x) Control of **Adv. Tax, Service Tax,VAT, T.D.S and P.F, E.S.I, etc.**,

(xi) Internal Audit / Branch Audit / **M I S JOB**

**PREVIOUS EMPLOYER (II)**  : **ARAMBAGH HATCHERIES LTD, Kolkata** **( Aug 1994 to April 2012**)

( a Group of **FMCG** and an Agro based Poultry Industry, Retail Stores of

Chicken and Grocery in West Bengal yearly turnover Rs 300 crores)

1. **POSITION (I)** :  ***Secretarial Officer (From Aug. 1994 to Sept. 1999)***

**Nature of Job** - **All Secretarial Functions of a Non Listed Company,** i.e,

- Notice and Minutes of AGM / EGM /Board Meetings

- Filing of Annual Return / Annual Report, timely

- Maintain Statutory Register (s)

- ROC related matters, etc

- Banking Operation ( Account Opening /Closing /Register Maintain,

- Pollution Control /Legal Metrology

- **Legal Function of Land & Agreement Matters** , i.e

(Land & Building Purchase / Mutation / Conversion /Register Maintain, etc),

- Other Legal function at Court / Other Govt.Authorities

- Mortage / Charge creation against Long /ShortTerm Secured / UnsecuredLoan ,

- Preparation of Directors Report and Balance Sheet of Group Companies.

1. **POSITION (II) : Sr. Accounts Manager  *( Oct 1999 to April 2012)***

**Nature of Job** : -**Daily Fund Control of Manufacturing and Sales Units,**

-Weekly/Monthly/Quarterly Budget & Variance of Prod./ Sales Units

-Verify Payment / Income side on Regular basis

-Bank Reconciliation, Branch Reconciliation / Stock Reconciliation

**-Cost Analysis of each Manufacturing / Production / Sales Units,**

-Staff Control in Regional Offices in Accounts more than 46 Offices

-Monthly Cash Reconcile Stock Reconcile with Head Office

- Verify Payment and Income Vouchers of Retail Stores and H.O

- Prepare Divn. Wise Trial Balance, Profit & Loss Account (Quarterly / Half yearly

/Annually)

- **Finalisation of Accounts**

**- Control of Sundry Debtors / Creditors of all Branches**

**- Liasion with all Branch Accountants and Branch Managers**

**- Report to M. D, Finance Manager / Chief Accountant**

**- Internal Audit / MIS Jobs**

DATE :

PLACE **: TUSAR KANTI KONER**