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**SAYANTANI ROY**

**Mobile:** 07980135257 ~

**E-Mail:** sayantaniroy100@rediffmail.com

**CAREER OVERVIEW**

* A budding professional with a zest to make a winning career in the field of **Finance.**
* Possess good understanding of formulating budgets and implementing systems/ procedures, preparing key reports to exercise financial control and enhance overall efficiency of the organization.
* An out-of-the-box thinker with excellent leadership skills and demonstrated abilities to meet deadlines & work under pressure.
* A keen learner with constant zest to acquire new skills and inherit strong management, communication & interpersonal skills.
* An ability to grasp new technical concepts and utilize them in an effective manner.
* Have sound knowledge on local taxation & can drive GST implementation from SAP FICO module.

**EDUCATIONAL QUALIFICATION**

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| **#** | **Name of Examination / Degree passed** | **Full Name of Board/University/Institute** | **Duration**  *(In years)* | **Date of passing** | **Full-Time/**  **Distance/ Part-time** | **%age** |
| **1** | Indian Certificate of Secondary Education | Council for Indian School Certificate Examination | **10** | **01/03/2004** | **Full time** | **81** |
| **2** | Indian School Certificate | Council for Indian School Certificate Examination | **2** | **01/03/2006** | **Full Time** | **82** |
| **3** | Bachelor of Commerce (Hons) | Burdwan University | **3** | **08/06/2009** | **Full Time** | **62** |

**C**) **Post-Graduation Diploma / Master’s Degree**

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| **#** | **Full Name of Master’s Degree / PG Diploma** | **Specialization** | **Full Name of University / Institute** | **Duration**  *(In years)* | **Date of passing** | **Full-Time/**  **Distance/ Part-time** | **%age** |
| 1 | Cost & Management Accountant | Cost Accounting, Financial Accounting,Cost Audit | Institute of Cost Accountants of India | **3yrs** | 31/08/2010 | **Distance** | **57%** |
| 2 | Chartered Accountant | Indirect Taxation, Audit and Assurance, Management Accounting | Institute of Chartered Accountants of India | **5yrs** | 19/07/2012 | **Distance** | **55%** |
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| **Company Name:** J.Ghoshal & Associates |
| **Designation:** Executive |
| **Duration:** 01/02/2011 to 28/02/2013 |
| **CTC:**250000 P.A. |

**Work Exposure**

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| * Preparation of Cost Audit Report |
| * Review of Cash & Bank management including BRS |
| * Preparation of income tax return & preparing details for income tax assessment. |
| * Preparation of statements related to Tax audit. |
| * Reconciliation of cost and financial profit. |
| * Evaluation of capital expenditure/plant capacities/fixed assets/investments |

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| **Company Name:** STEEL AUTHORITY OF INDIA LTD |
| **Designation:** Junior Manager Finance |
| **Duration:** 06/03/2013 to 15/06/2016 |
| **CTC:** 700000 P.A. |

**Work Exposure**

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| * Developing system for Identification of CENVAT credit in time. |
| * Liasoning with dealing with Commissioner and other senior level tax authorities. |
| * Preparation and review of Sale Tax/ VAT, Excise & Service Tax returns on monthly / periodical basis |
| * Reconciliations of Tax accounts & tax records |
| * Experience of handling service tax audit, CERA Audit, Statutory Audit. |
| * Regular Follow up / monitoring from the sales / collection team / other teams for the collection of statutory forms like C & F etc for reducing the tax demands and proper distribution through proper control mechanism |
| * Ensuring Compliances of All Audits under respective Laws. |
| * Dealing with Show Cause Notices and Personal hearing on the relevant provision of different Indirect Tax Statutes |
| * Assisted in preparation of Submission of Assessments & Appeals of Income Tax. |
| * Drafting of written submissions to be filed before the Assessing Officers, Commissioner Of Income Tax (Appeals) and ITAT |
| * Filing of TDS Return, Computation of monthly TDS to be deposited under various head. |
| * Involved in initial requirement gathering for the implementation of ERP across different arena * Worked with the cost and budget team on establishing targets including annual budget and monthly forecast * Participating in Tender Process and accountability for the procurement transactions. |

**Achievements**

1ST Runner’s up at SAIL Director’s trophy for Young Managers

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| **Company Name:** LAFARGE INDIA LTD |
| **Designation:** Manager (P2P and R2R) Module SAP HANA |
| **Duration:** 20-06-2016 -27-11-2017 |
| **CTC:** 1200000 P.A |

**Work Exposure**

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| * AP reconciliations and other month end tasks. |
| * Performing vendor and account reconciliations, Month-end activities; GRIR review; creation of provisions etc |
| * Ensuring accuracy and quality, application of appropriate taxes, TDS etc. |
| * Preparing schedules for statutory, internal Audits and interacting with auditors |
| * Participating in continuous improvement projects within Shared services. |
| * Monthly computation of Excise duty, service tax, VAT, CST of all locations and timely payment of the same. |
| * Clearing of Inter Unit a/c |
| * Reviewing of Accounts Payable Reports of Plants. |
| * Suggesting Advance Liability Knockoff on monthly basis |
| * Looking after Indirect Taxation VAT filing; returns; and assessments |
| * Service Tax Management Input/Output Calculations,Filing returns etc |
| * Coordinating with the statutory auditor of the company and finalising the financials of the company with the auditor |
| * Handling Tax Audit & Service Tax Audit along with giving clarification for the doubts raised by the auditors while conducting audit |
| * Ensure resource availability to meet the forecast & arranging cover when needed |
| * Comprehensive working understanding of SAP's FICO module |
| * Good knowledge of integration of FICO with MM module.\ * **Migration to SAP HANA Module** |
| * Working with GST consultant Team for completing the migration formalities |
| * Designing SOPs for assigning roles and responsibility of GST workgroup at PAN India level. |
| * Providing the GST training to team members * Establish cost control procedure, cost breakdown structure, budgets and other specific systems to monitor and control project costs * Monitor and Control Cost Commitment towards vendors and subcontractors * Issuing of Letter of Credit, Bank Guarantees * Ensuring the LC meets the sanctioned terms of Working Capital limits * Amending the LC Expiry and other Clauses as per the requirement * Maintaining and updating MIS of the LC requests received * Keeping track of shipments received under the LCs as well as Non LCs (direct imports), release of timely payment of imports made on Sight / Usance Basis under the LCs in consultation with the CPG / End user at Site |

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| **Company Name:** ECIL |
| **Designation:** Senior Accounts Officer (TALLY ERP 9 Module) |
| **Duration:** 30-11-2017 - 14-10-2020 |
| **CTC: 1200000** |

**Work Exposure**

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| * Running the whole accounts function, including planning and controlling, cash management, quarterly budget forecasts and all matters relating to Corporate Finance of the East Zone Branch |
| * Ensuring branch / division follows the standard operating procedures |
| * Managing TDS, Annual Returns, Income Tax, Tax Planning, Financial Reports, Professional Tax Return. |
| * Monthly closing of books includes Ledger Scrutiny, Monthly Provision and prepaid, Depreciation accounting, Fixed Deposit accounting |
| * Working knowledge of GST, Filing of GST Return 3B, Reconciliation with 2A, Filing of GSTR 9. |
| * Internal accounting control- Reconciliaiton of movement of material from Store to FG and variance analysis thereof along with generation of Way Bill |
| * Maintaining of Fixed Asset Register |
| * Reconciliation of accounts - vendors / customers / intercompany / banks * Handling of Tax Audit, CERA Audit, Internal Audit * Inventory management & coordinating with the warehouse & sales offices * Auditing of receipts, inventory, etc. in offices located across East Zone * Assist in various functional & operational activities including, but not limited to, training content development, data management, book finalisation,Bills Payable,book closures,GST closures * Month end closing, Implementation of Company Accounting Policies. |

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| **Company Name:** Indorama Global Business Services |
| **Designation:** Assistant Manager-RTR & FP&A |
| **Duration:** 15-10-2020 till date |
| **CTC: 1700000** |

**Work Exposure**

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| * Acting as a custodian and process owner for the Record to Report and FP&A End-to-end process design and system solutions |
| * Ensuring end-to-end integration of all elements of the process, functional ownership via policies, procedures, controls, organizational structures and KPI’s of Record to report and FP&A |
| * Translate Record to Report and FP&A process ambitions into tangible performance and business targets. |
| * Lead and grow an efficient R2R and FP&A process team, including development, integration, testing and deployment of further automation and process improvements |
| * Performing the role of an SME for the region/processes |
| * Monitor and report KPI for region/processes |
| * Ensuring that all new knowledge / improvements are documented and added to SOPs and / or the knowledge management database Responsible for a region/processes |
| * Assist in all audits to ensure complete, timely and accurate responses to information requests |

**Non-Organisational Experience :**

* Faculty member at Institute of Cost and Works Accountant of India-Asansol Chapter.
* Conducted various grooming session on behalf of Institute of Cost and Works Accountant of India.
* Completed 3 month GST Certification Programme for professionals By CA Bimal Jalan
* Intermediate level knowledge of IFRS
* **Certificate course on International Taxation conducted by NIRC ICAI Webinar.**
* **Completed Online Course on SAP S4 HANA MODULE Advanced Level**

**PERSONAL VITAE**

# Date of Birth : 23rd February, 1988

# Linguistic Abilities : English, Hindi and Bengali

Permanent Address : Noble Pearl. Motilal Gupta Road,Kolkata 700082

(Sayantani Roy)

15/10/2020