**KUNTAL DAS**

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**OBJECTIVE**

**Seeking challenging assignments in Accounts and Finance, Taxation, Audit, MIS, Budget, Costing, MIS, Treasury & Commercial with an organization of Repute & Growth Oriented Company.**

**SUMMARY OF PROFESSIONAL PROFILE**

1. A **semi-qualified Chartered Accountant as well as semi-qualified Cost Accountant** having **21 years’ experience in Accounts, Finance, Taxation, Commercial, Banking, Audit, MIS & Budget** in reputed business houses.
2. Since Oct’ 2019, I am working in **Synergy Kitchens and Hospitality Pvt. Ltd**.as **Sr. Manager – Finance.** Earlier I was associated with **Tekcare India Pvt. Ltd.** (**Service Division of Videocon Industries Ltd.) as Zonal Finance & Commercial Controller- East** for **3 Years**; **Amrit Hatcheries Pvt. Ltd** as **Deputy Manager – Accounts by 5 yrs 6 months, Venkateshwara Hatcheries Pvt. Ltd. (VH Group – Poultry Industry Leader) as Assistant manager - Accounts & Finance by 5 years and** other reputed organization**s .**
3. Significant experience, depth knowledge & keen understanding in **Finalisation of Accounts, GST, Income Tax , Sales Tax, MIS, Audit, Budget, Payment processing, Banking, ROC, PF and Commercial aspects.**
4. **Proficient in SAP, ERP, Tally, Excel .**
5. Depth in entire gamut of Accounts & Finance Operation in Manufacturing units comprising Stock Valuation, Costing, Process Analysis, Fixed Assets scheduling, System Study & Strategic Planning.
6. An effective communicator with excellent interpersonal skills and Team Player.

**CAREER HIGHLIGHTS**

**Present Employment:**

At **Synergy Kitchens and Hospitality Pvt. Ltd.,** working since Octobr’2019 as **Senior Manager-Finance & Accounts,** at **Corporate Office in Kolkata.**

**Responsibilities & Work done :**

1. Overall responsibility of Finance & Accounts & report to CFO
2. Monitoring & Preparation of Quarterly & Annual Financial Statement, Tax Audit.
3. Monthly MIS report preparation. Manage financial controls and accounting procedures.
4. GST Returns submission and monitoring & guiding team towards all GST related issue.
5. Monitoring Direct Tax related matters, viz. Assessment, ITR, Appeal, TDS, Form 16/16A, liaison with department and consultant.
6. Liaise with Banks & resolve of Bank Related issues, Renew CC/TL, arrange BG etc
7. Relevant reports sending to Bank viz. monthly Stock Statement, FFR I, FFR II .
8. Analyzing the financial data, like budget & actuals, with consideration of company’s goal
9. Debtors Reconciliation & correspondence to customers.
10. Looking after payment processing & help CFO towards Fund Allocation.
11. Monitoring ROC matters & filing with the Consultant.
12. Annual return filing (FLA) with RBI (FEMA).
13. Dealing with Auditors, Projection & Other works as per requirement.

**Past Employments:**

1. At **Tekcare India Pvt. Ltd.** (**Service Divn of Videocon Industries Ltd.)** worked from July,2016 to May,2019 as **Zonal Commercial Controller- East, at Regional Office in Kolkata.** Here Accounts were maintained in **SAP.**

**Job Responsibilities & Notable Contribution:**

1. Responsible for Financial, Statutory, Taxation, Audit & Commercial Aspects of 5 State, which consists of 7 Branches and leading eight BCC directly and store members indirectly. .
2. Monthly Closing of Eastern Zone Branch wise/State wise Accounts – as well as Eastern Zone Finalisation of Accounts – Monthly, Quarterly, Half-yearly & Annually.
3. Close monitoring & monthly compliance of all statutory matters such as TDS, GST, P Tax, EPF Payment & timely submission of GST & other Returns.
4. Sales Tax Return, Assessment. Appeal, F & C Form related issues, Refund etc.
5. Branch visit for internal Audit and arrange to close/ settle the loopholes
6. Timely submission of all monthly reports to corporate.
7. Internal controls & Monthly analysis of Branch wise & Regional Cost in line with company policy.
8. Directly coordination with Customers & Vendors for AR & AP as per requirement.
9. MIS Report submission to all concerned reg. Profitability, Admin Exp, Call Cost, Net Service Cost, Expenses Analysis for the Current month with comparison to earlier month & Budget.
10. Maintaining day to day commercial activities viz. Transportation & Courier issue, negation with the quotation Approval for various aspects, Wi-Fy & mobile issue etc.
11. Frequent Meeting with Zonal sales Manger (ZSM), Branch Sales Manager (BSM), Area Service In charge (ASI) for the Cost Control & reduction of Cost, Generation of Revenue, clearing of AR, smooth delivery of materials with minimum transportation cost etc.
12. Guide to BCC for handling any HR related matters (attendance, payroll, joining & resignation, PF, ESI) in branches.
13. Management decision maker of addition/ merger of branches, new office decoration etc.
14. Payout proceedings for ASC, Vendors, Employee expenses etc.
15. Verification of ASC loan, Clearing of AR, Billing release after the amount received.
16. Handling Statutory Audit & Internal Audit.

***Achievements***  - Best Zonal Commercial Controller**.**

1. **At** **Amrit Hatcheries Pvt Ltd** worked from January’2011 to July’2016 as **Deputy Manager – Accounts in Corporate Office, Kolkata. Accountabilities in Brief :**

**Finalisation of Accounts & Tax Audit**

1. Preparation of Financial Statement & Cash Flow & Notes on Accounts.
2. Consolidation of 135 Branch Balance Sheets towards preparation BS of AHPL & Monitoring & verification & coordination with the units towards preparation of Branch BS.
3. Preparing Tax Audit Report (3CD) with all Annexure and team member for ITR preparation
4. Monitoring & Reconciliation towards Inter branch balances Zero & tally Stock Transfer In & Out with matrix developed for finding out the differences between branches.
5. Checking Inventory Valuation, mainly WIP & finding out variation between System (SAP) & manual calculation & arranging upload of difference in SAP.
6. Handling Statutory Audit.

**MIS & Monthly Consolidations**

1. Preparation of MIS of Broiler Farming Division with proper analysis of Expenses & Consisting of all the details which are required to management.
2. Consolidations, Checking & Analysis of PL Statement, Fund Flow Statement, Assets, Average Production Cost Sheet, Admin Expenses, WIP & others report for review to Management.

**Budget Analysis**

1. Preparation of Monthly & Yearly Budgets at the year end.
2. Development of Budget Format for BFD, Hatchery & Breeding division for preparation of unit wise budget at the branch level for Easy Upload in SAP.
3. Continuous monitoring between Actual & Budgeted Figure & analyzing the variance thereof.

**Others**

1. Continuous monitoring of Day to Day Accounts & follow up with the branches.
2. Verification & Reconciliation of Debtors Accounts & Creditors Account.
3. Reconciliation of TDS, Providing details for ROC Compliances, QMS for Banks, Monthly Stock details for Banks, detailing for Income Tax Assessment, Credit Rating Purpose.
4. Notable contribution towards Migration of data from **ERP Navision to SAP** .

***Achievements***

-In yearly appraisal, I got **Excellent Rating** (highest rating in Amrit Group) **for consecutive 3 years**.

1. **A**t **D. B. Desai & Associates** (A leading Chartered Accountancy Firm in India for Taxation) worked from September, 2010 to January, 2011 in Kolkata as **Assistant Manager – F & A**

**Responsibilities & Work done :**

1. Finalisation of Accounts of CA Firm & group companies; online preparation & submission of Income Tax Return; Annual Return & ROC.
2. Verification & checking of vouchers of daily payment proceedings.
3. Monitoring TDS, E-TDS Return, Service Tax workings, payment & return.
4. Preparing & verifying monthly MIS & other matters.
5. At **Venkateshwara Hatcheries Private Limited** (Gr. Co. of VH Group- A Poultry Industry Leader ) as **Assistant Manager- Accounts**, worked from July, 2005 to August, 2010 in Kolkata.

***Notable Contribution:***

1. Handling Eastern Zone Finalisation of Accounts – Monthly, Quarterly, Half-yearly & annually as a leader with a team of accounts.
2. Preparation, monitoring and presentation of MIS Report & send to Corporate & Eastern Region Zonal Head.
3. Regularly visit to Pune Corporate Office for consolidation of Balance Sheet.
4. Regular Visit to Maharashtra, Hyderabad, Tamilnadu, Orissa, Assam & Other State for System Training, Accounts Checking & Verification & implementation of Accounting Packages (ERP), Planning & Procedure.
5. Accounts in charge of Breeder Operation, Hatchery Operation & Statutory Compliances.
6. Monitoring & Helping to Sr. Manager- Accounts towards Fund .
7. Interacting all Zones in different states – all over India for Reconciliation of Accounts.
8. Handling all types of Audit (Statutory, Tax, Internal, Banking etc).
9. Entry level experience.
10. Handling Payroll, Full exposure & experienced in PF Return & settlement matters.
11. Independently handling all sales tax matters incl. Return, assessment, appeal etc of all VH Group Companies of east zone in last 1 year of working.

***Achievements***

- Awarded **Best Accounts In charge** and **Promoted to Assistant Manager of Accounts** from Senior Officer of Accounts within two years of working.

1. At **Kundu Petro-chem Corporation** (A Reputed concern in WB for manufacturing & trading of Petroleum Products) – April, 2001 to June, 2005 as **Accounts In charge**.

***Major Role:***

1. Maintaining all accounts in fully computerized environment with three accounts assistants.
2. Responsible for sales tax return, Income Tax Return, Profession Tax etc
3. Supervision of Purchase procedure, Invoicing, dealing with banks.
4. Introducing weekly checking of physical stock, Bin cards & maintaining Reorder Level.
5. Handling Statutory Audit, compliance Income & Sales tax hearing.
6. Maintaining Quality Control & compliance all ISO Related matters.
7. **M/s. M. B & Company**- An ISO 9001 : 2000 Organisation, Manufacturer & Supplier of Electrical Goods to Railway .-April’99 to March’2001 as Accountant.
8. **Uday Arun & Company,** Chartered Accountant, Uttarpara, Hooghly. Position held: Senior Audit Assistant from April’97 to March’99.

**ACCADEMIC CREDIANTIALS**

1. Passed **C.A. Intermediate** from The Institute of Chartered Accountants of India in May’1998.

* Passed both Groups at a time. Received Accounting Technician Certificate.

1. Passed **ICWA Intermediate** from The Institute of Cost & Works Accountants of India in June’1993.

* Secure 61% marks.

1. Passed **B.Com (Hons)** from Calcutta University in 1992.

* Secure 61% marks in Part II, Overall 57.33% marks.

1. Passed **Higher Secondary Examination** from the WB Council of Higher Secondary Education in 1989.

* Passed with Science Stream.

1. Passed **Secondary Examination** from WB Board of Secondary Education in 1987.

* Secure 69% marks.

**IT EXPOSURE**

* Efficient in handling ERP & Tally Module. (In Synergy Kitchens and Hospitality Pvt. Ltd.)
* Efficient in handling SAP FI Module. (In Videocon & Amrit Hatcheries Pvt. Ltd.)
* Efficiently worked in ERP. (In Venkateshwara Hatcheries Pvt. Ltd.)
* Possess working knowledge of ERP Navision. (In Amrit Hatcheries Pvt. Ltd.)
* Worked in Tally9. (In D. B. Desai & Associates)
* Well conversant with MS-Office Applications (Excel and Word).

**PERSONAL DETAILS**

Date of Birth : 3rd June, 1971

Father’s Name : Late Paritosh Chandra Das.

Gender : Male

Religion : Hinduism

Language : English, Bengali & Hindi

Marital Status : Married

Preferred Location : Kolkata

*Date*: *Signature:*

*Place : Bally, Howrah*