**Arup Kumar Dey**

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***Seeking Senior Level assignments in Finance & Accounts with an organisation of high repute.***

**Apercu**

* A dynamic professional with **nearly 30 years** of rich experience in Finance & Accounts, Taxation, Audits, Cash Management, Commercial Operations and **MIS**.
* Expertise in analysing existing systems and procedures, preparing business continuity plans, designing internal control systems and facilitate effective decision-making.
* Proficient in preparing and maintaining statutory books of accounts with extensive knowledge in handling Taxation and Auditing related matters.
* Adept at managing day to day cash & accounts functions in co-ordination with internal / external departments for smooth financial operations.
* Skilful in handling FOREX & Treasury Operations; manufacturing accounts and maintenance of branch accounts including reconciliation.
* Well versed in US GAAP.
* A keen analyst with exceptional communication, negotiation and relationship management skills and abilities in liaising with Banks, Financial Institutions and other external agencies.
* Well conversant with Oracle & MINOS E.R.P. Systems.

**Proficiency Forte**

* ***Strategic Financial Planning***
  + - * + Preparing short term / long term budgets and designing business plans / strategies for maximizing profitability, revenue generation to realise corporate goals with effective cost management & planning.
        + Formulating budgets and conducting ratio/ ageing/ variance analysis to determine difference between projected & actual results and implementing corrective actions.
        + Determining financial objectives, preparing & implementing systems, policies & procedures and reporting variances to facilitate internal financial control.
* ***Accounting Functions***
  + - * + Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms.
        + Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analysing the expenditure on a periodical basis to control expenses.
        + Involved in the preparation and maintenance of P&L Account and Balance Sheet.
        + Maintaining branch accounts of various branches with accurate reconciliation.
* ***Auditing & Taxation***
  + - * + Handling the complete planning & management activities for ensuring completion of internal, statutory and external audits within time and cost budget under Companies Act, 1956.
        + Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns, viz. Income Tax, Sales Tax, TDS in compliance with Statutory Tax Acts.
        + Preparing salary structure along with the calculation of tax liability of employees etc.
        + Handling Company Law matters and ensuring compliance to the statutory regulations.
* ***Cash Management***
  + - * + Ensuring that timely payments are made to / received from creditors / debtors.
        + Preparing periodical cash flow, fund flow related statements for Monthly Sales, Purchase, Budget, Plan, Cash Flow, Fund Flow Reports, Monthly Stock Report etc.
        + Supervising the preparation of MIS reports and Analysing the same to provide feedback to the top management on business performance, viz. monthly turnover, profitability, turnover & quarterly group comparison as per the requirement of Management.
        + Handling FOREX operations including forward contract, hedging, etc.

**Organisational Experience**

**July’19- Till Date- Practicing as an Independent Finance Consultant.**

**June’16- June,19 with Delta Plus ( India) Pvt. Ltd. ( a FRENCH M.N.C.) as C.F.O.**

**Jan’10- May’16 with J.V. Gokal & Co. Pvt Ltd, Kolkata as General Manager Finance & Accounts.(HOD)**

**Nov’05-Dec’09 with Saha Group of Companies, Kolkata as Sr. Manager ( HOD)**

**Nov’02-Nov’05 with S.K.F.M Ltd. (Goldstar), Kolkata as Manager Accounts (HOD)**

**Oct’96-Oct’02 with Pashupati Seohung Ltd., Kolkata as Manager Accounts**

**Feb’95-Oct’96 with KHSL Industries Ltd., Kolkata as Deputy Manager Accounts**

**Jul’90-Jan’95 with HIM Containers Ltd., Kolkata as Finance Executive**

**Noteworthy Attainments**

* + - * + Played a stellar role in the enhancement of the working capital limits.
        + Improved the total accounting systems and integrated various operations of the company under a single accounting package.
        + Developed an Integrated Accounting System for various operations & updated the H.O books daily from various Group Companies through the internet.
        + Devised and implemented the integrated MIS and accounting data.
        + Key in reconciliation of dealers accounts / incentive schemes / credit control (over 400 dealers) in Bengal, Bihar, Orissa and North East at S.K.F.M Ltd. (Goldstar).
        + Successfully negotiated with bank for the conversion of excess borrowings into W.C.T.L at S.K.F.M Ltd. (Goldstar).
        + Distinction of recovering a substantial amount from the dead debtors at S.K.F.M Ltd. (Goldstar).

* + - * + Controlled debtors level to the minimum extent and ensured increase flow of funds.
        + Interfaced and negotiated with ICICI for waiver of a substantial amount of interest on F.C.T.L and re-schedulment of the same on an easy term at Pashupati Seohung Ltd.
        + Associated for preparation of Corporate Accounts Manual by A.F Ferguson & Co. at KHSL Industries Ltd.
        + Prepared term loan papers for Non Public Funds (AFGIS, AFNHB) at KHSL Industries Ltd.
        + Devised a computerized system for Inter and Intra Co. reconciliation on an ongoing basis at KHSL Industries Ltd.
        + Prepared & attained the clearance for the second B.I.F.R Review Package from the consortium of A.I.F.I at HIM Containers Ltd.
        + Introduced the J.I.T in Inventory Management at HIM Containers Ltd.

**Articleship / Project**

**Articleship:**

July’84-June’87 with M/s. P. Sen & Co., Kolkata as Articled Clerk

**Project:**

Company : Bihar Alloys and Steels Limited (A Usha Marin Group Co.)

Duration : 6 Weeks

**Academics**

1990 MBA in Finance from I.I.S.W.B.M, Calcutta University.

1989 CA FINAL from ICAI.

1988 M.Com. from Kolkata University.

1985 B.Com. from St. Xavier’s College, Calcutta University.

**IT Skills:** Proficient in MS Office, ERP Implementation, Internet, Std. Accounting Packages

**Personal Dossier**

Date of Birth : 28th February 1964

Passport No. : F 6733582; Valid till Apr’2025