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| **Role Profile** | |
| **Objective** | *To leverage my exposer at best of my ability to have a win - win situation* |
| **Experience Area** | *An incisive professional with nearly 13 years of rich experience in Budgeting & Forecasting, Strategic Business Planning & MIS, Gap Analysis, Credit Analysis & Fixing of Commercials, Inventory Management & Cost Analysis, Asset Management, Receivable & Payable Management, Vendor Development, Revenue Assurance, Contract Designing & Estimation of Liability etc.* |
| **Reporting Into** | *CFO / CPRO / CEO* |
| **Function** | *Sr. Manager Commercial & FA* |
| **Purpose of the Function** | *Look after the current process of*   1. *Formation of different Strategy to achieve the target and over all control on Financial & Business Processes. Analysis the GAP to take proper rectification of System control & implementing the strategy to reduce GAP, Contract Designing & Estimation of Liability* 2. *Analysis of Strategy for budget and target formation for the next FYs to achieve the Goal of the Company. YOY / MOM sales target vs achievement analysis done to capture the deviation* 3. *Analysis of profitability MOM / YTD wise to Capture Financial Health as Top Line vs Bottom Line against target with proper way forward planning. Analysis of various determinants done against Profitability with Fixed Asset, Revenue per Employee, Cost per Unit with cost analysis* 4. *Fixed Asset management done depending upon ROI and revenue generation location wise. Cost of capital and rented cost– Buy / Brought model is to consider for investment, asset type also needs to consider depending upon its nature of appreciation value depending on commercials* 5. *Managing of fund on daily basis to run the business smoothly. Allocations of fund on diff pockets to flow it properly. Maintaining of balances for different type of disbarments as per allocations & also maintain relationship and liaising with core bank as well as local banks* 6. *Vendor management done through proper vendor O/s scheduling, fixation of commercials / agreement and LOI, vendor recon & signoff, bill wise cost booking and payment. Line item wise MIS is to prepare for controlling of compliance. Correct cost booking and payments. Processing of TDS / GST / TCS on time to have a batter control. GST recon finalization in from of GST- 3B, GSTR -1, GSTR – 2A, Dr / Cr Notes recon, proper controlling of cancellation of Invoices etc,* 7. *Direct involvement in handling of yearly Statutory Audit Activity, Internal Audit, Audit Score card etc* 8. *Proper revenue booking and due control, customer recons are the most popular way for revenue assurance, ensure collection from customer on due period, Credit Analysis is required to have a better control on outstanding* 9. *Branch wise revenue and cost booking done to calculate proper Br. Profitability. Inter Br. Stock transfer and Br. Transfer recon done on monthly basis.* 10. *Category wise monthly basis payroll process is maintained. Employee attendance / advances / proper TDS deduction are maintained through payroll* |
| **Key Deliverables** | 1. *Policy & Strategy Control, Budgeting & MIS preparation* 2. *Profitability Control & Asset Management* 3. *Fund Management, supervise AR Team, coordination with bankers* 4. *Contract Designing & Estimation of Liability* 5. *Development of proper sourcing points, multiple sourcing partner to develop for proper commercial negotiations, relationship with local market*   *& Compliances Management*   1. *Improve current process and identify area which can be automated* 2. *Improving revenue assurances process to stop leakage in income* 3. *Receivable management & implement AR related policies and procedures, drive transition related projects of AR* 4. *Findings the ways of cost reduction* |
| **Network of Interaction** | * *CEO & Business Head* * *Finance Director & CFO* * *CPRO* * *Head IT* * *Head – Projects & Procurement* * *Manager AR & AP* * *Manager GL* * *Treasury & Banking* |

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| **Role Success Factors** | |
| **Competencies (Soft Skills)** | * Work with people * Time management skills * Analytical and problem solving skills * Verbal and writen communication skills * Able to work with minimal supervision * Proactive and opened |
| **Functional /Technical Skills & Knowledge** | * Financial & Commercial processes * Business Accounting, Banking * Practical knowledge of accounts payable & receivable * Practical knowledge of commercial finalization * SAP ECC6, OTM, Navision certified, Tally |
| **Experiences** | Present Position Holding:   * Sr. Manager Commercial & FA at Bhandari Automobiles Pvt Ltd, one of the biggest dealer of Tata Motors Ltd – Commercial vehicle division & also ventured into Maruti Suzuki dealerships, from Feb,2014.   Previous Experiences:   * Zonal Senior Executive Finance-East at Drive India Enterprise Solutions Ltd (A TATA Enterprise) from Jan, 2008 to Jan, 2014 * Support Functional Consultant at Ontrack Systems Ltd from Aug, 2007 to Dec, 2007 * Industrial summer trainee at Electro Steel Castings Ltd from May, 2006 to July, 2006 * Accounts consultant at Bhagabati Techno Info tech Co from July, 2004 to June, 2005 * Accountant at A. P. House from Apr, 2001 to Mar, 2004 * Accountant at Monolith, Customer Relation Center “ONIDA” from July, 1999 to Mar, 2001 |

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| **Profile** | |
| **Qualifications** | * MBA in Finance from Narula Institute of Technology, WBUT * M.Com from V.U. * B. Com from C.U. * Talent Management Initiative on Strategic Management & General Management from Tata Management Training Center (TMTC) |
| **Personal Details** | * Address: South Station Road, PO. Agarpara, Kolkata – 70109 * DOB: 15-10-1981 * Status: Married * Location Preference: No reservation |
| **Reference** | * Prof. Arabinda Bhattacharya   Department of Business Management,  University of Calcutta, Alipore Campus,  1, Reformatory Street, 6th & 7th floor  Calcutta – 700 027  Mob. 94330 27904 |