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| **CA Maumala Banerjee Paul**  mala2m@yahoo.co.uk ; [mbanerjeepaul@gmail.com](mailto:mbanerjeepaul@gmail.com)  +91 7506275536 | |
| Result-oriented professional, targeting challenging **Senior Leadership Roles / in Finance and Accounting** with a leading organization of repute  Target Location: **Kolkata** | |
| Profile Summary   * An achievement-oriented professional offering more than **14 years’** experience in **Finance & Accounting, Auditing and Taxation, Cross Border Remittance Reconciliation & VISA Card Reconciliation** * **Front-led major role in establishing and formulating** financial strategies in coordination with top management, implementing company procedures and practices & collaborating with auditors * **Skills in analysis of business processes** and development & implementation of lean ideas for profit enhancement and better internal control * **Excellent track record in designing and implementing systems & procedures;** supervising the consolidation of group accounts and preparation of financial statements; submission of data in Hyperion (group accounting) * **Applied advanced skills in financial analysis** such as budget setting, expense variance analysis & financial consolidation; investigated and resolved potential project revenue leakage areas * **Insightful professional with notable success in** directing financial analysis, developing Business & Financial Model, setting up financial systems, internal control in start-up ventures, preparing MIS reports & implementing systems for operational effectiveness, profit analysis and working capital management * **Expertise in developing and implementing** Finance, Accounts and other operations related procedures & manuals to ensure Compliance to Policies and Financial Statements are in accordance with the statutory requirements * **Strong business acumen with skills** in maintaining and scrutinizing statutory books of accounts like journal, ledger, cash / bank book and subsidiaries in compliance with time & accuracy norms and in managing Invoicing Procedure and timely delivering Invoices to end-Customer   Professional Experience  **Since Feb’18: NIUM (Instarem) , Reconciliation Head( Mumbai as Senior Manager Finance)**  **Key Result Areas:**   * Spearheading team of 11 people and performing functions as a Reconciliation Head with more than 200 Bank Accounts in different currencies and Nostro account reconciliation as well. Additionally Cards Reconciliations. * Managing financial reconciliation and intercompany reconciliation with a team of 7 people and administering transactional reconciliation with a team of 4 people * Executing in-house project for creation of tool for automation of reconciliations while also assisting in the audit requirements of the company as and when needed   **Dec’16 – May’17 Intelenet Global Services, Mumbai as Senior Manager**  **Highlights:**   * Performed the transition of Accounts Payable Process of media company along with reporting to senior stakeholders of client * Managed the process of 35 member team and also executed the management reporting for internal stake holders and with client & their stakeholders along with daily monitoring of team performance | Core Competencies   |  | | --- | | Finance & Accounts Functions | |  | | Financial Analysis & Reporting | |  | | Audits and Taxation | |  | | Budgeting and Forecasting | |  | | Regulatory Guidelines & Compliances and Internal Controls | |  | | Variance Analysis | |  | | Liaison & Coordination | |  | | Team Building & Leadership | |  |   Soft Skills   |  | | --- | | Communicator | |  | | Innovator | |  | | Collaborator | |  | | Thinker | |  | | Intuitive | |  |   Academic Details   * **C.A (Chartered Accountant)** from ICAI in **2006** * **B.Sc. (Physics Hons)** from Ranchi University in **1998**   Certification   * Microsoft Certified Professional (MCP) and Microsoft Certified Solution Developer (MCSD)   IT Skills  MS Office, Visual Basic |
| * Administered the Service Level Agreements, Performance as a process and managed the EBIT while also developing team members for vertical as well as horizontal growth * Indulging in managing direct and indirect tax activities; indulging in developing tax plans and managing filing of multiple taxes in compliance with Statutory Tax Acts * Identifying and escalating unusual or significant accounting and tax related issues to the global tax team with recommendations for action   **Jun’12 – Dec16: Serco, Mumbai and Gurugram as Manager**  **Highlights ( Financial Statement)**  **Mumbai:**   * Spearheaded a team of 35 members and closely monitored their preparation of financial statements for Barclays Bank including the bookkeeping of Portfolio & Bank Statements * Performed an analytical review the Balance Sheet, Profit & Loss and notes to accounts for companies and trusts of Barclays Bank’s clients every year as per UK GAAP and IFRS * Gathering resources and developing financial statements in compliance with IFRS and their differences with local GAAP and also reviewing the same; Executing the regulatory and statutory compliance for both Direct and Indirect taxes     **Gurgaon ( R2R Manager ):**   * Spearheaded a team in closing & reporting profile and also closely monitoring closure of books in ERP-SAP * Gathered resources and formulated budgets and forecasted financial figures while also executing the submission of Hyperion and BPC Reporting & BW Reporting * Maintained relationship with the Finance Controllers for smooth functioning and also ensuring that the deliverables were met in time and efficiently and handled the responsibility to enhance the business knowledge * Developing and preparing of monthly profit and loss account statements and balance sheet including month on month analysis and reviewing the same * Supervising and directing team for reconciliation of various accounts including end customers and Finance Lease & also equipped & experienced in tool related reconciliations * Investigating and resolving all financial report questions for both Hyperion and Crystal Reports * Partnering and implementing the Hyperion Financial Management Consolidation System * Collaborating with key peers to ensure that data integrity was maintained in multiple reporting systems * Preparing and submitting of quarterly schedules relating to working capital and other key components like pensions, provisions including legal provisions and commitments for Management reporting and Group consolidation purposes * Planning and performing statutory audit engagements for existing as well as new clients * Participating in efforts towards developing the practice; led initiatives such as knowledge management and thought leadership   **May’07 – Sep’11: Genpact, Jaipur and Delhi as Assistant Manager (R2R)**  **Highlights:**  **Accounts of GBS for GE Energy and Oil & Gas business(Middle East) in ORACLE 11i (May’10 – Sep’11)**   * Executed the transition of AR, Revenue Recognition of projects and Record to Report for Middle East business of GE to GBS * Administered the AR invoicing & billing along with reporting of payments & cash applications while also managed the AR invoice & customer accounts reconciliations & reporting * Operated the financial reporting of books of accounts for both businesses and transition of accounts of Oil & Gas business to GBS from GE including more than 100 reconciliations based on US GAAP * Performed the reconciliations on tool for both businesses & reporting & analysis, like contribution margin reports, variance analysis reports, T&L Reports, Balance Sheet analysis and so on as well as uploading monthly financial data for Hyperion   **Accounts of UK Client-SERCO in SAP.( Mar’2007- Apr’2010)(R2R)**   * Executed the preparing and maintaining of books of account in SAP for Seven contracts of the business while also formulated budgets and forecasting financial figures * Evaluated WIP for construction contracts and also prepared the monthly packs, reconciliations and journals as and when needed * Operated and generated the tax packs of business unit supported and also ensured that business get more conversant with SAP * Administered team of reconciliation and control ensuring all the deliverables are met on time while also maintained relationship with the site finance contacts for smooth functioning   **Achievements**   * Successfully transited the accounts back to India for SERCO - a UK based company & Oil & Gas Business process of GE for GBS * Accomplished the transition of accounting into SAP from legacy systems * Executed the development & implementation of Lean Ideas for CIS Annual return (Construction Industries Scheme) for complete Shared Service Centre * Consolidated the schedules and capital re-payment of finance leases for the entire division * Recognized and awarded with Bronze Award for performance in two quarters * Active member of CSR (Corporate Social Responsibility) for Global Finance and Accounting, Genpact * Awarded with the Bronze Award for helping leadership with the initiatives taken for fun and CSR events * Received customer top ratings & cash award   **Nov’06 – Jan’07: Octagon Builders & Promoters Pvt. Ltd., Noida as Accounts Head**  **Highlights:**   * Managed the daily collections from customers and dealers, reconciliations of dealers’ accounts & incentive calculation * Collaborated with banks for daily cash management & long term loans and also assisted in the statutory compliances like TDS deductions, PF & all related accounting as and when needed   **Jul’04 – Oct’06: SP Gautam & Associates, Noida as Audit Manger**  **Highlights:**   * Performed the concurrent audit & finalization of audit report of various branches of Citizen Co-operative Bank, NOIDA for all quarters with special emphasis to RBI norms & regulations applicable for cooperative banks, TDS deductions, securities against loans disbursed and internal audits of other organizations * Executed the calculation & deduction of Income Tax, Service Tax, preparation & filing of E-TDS returns for various clients while also assisted in the compilation of accounts of companies and so on   Articleship  **Nov’98 – Jan’03: M/s A.Dewan & Co., Ranchi as Audit Executive**  **Scope:**   * Executed the Statutory Audit of Banks, Hotels, Charitable Trusts, Cooperative Societies, Tax Audit of firms and Proprietorship concerns and also prepared Fund Reconciliation statements of World Food program * Assisted in the performance and project appraisal reporting of various NGOs working under CARE   Personal Details  **Date of Birth:** 5th August 1976  **Languages Known:** English, Hindi and Bengali  **Address:** A – 1103, Indian Oil Nagar, DN Nagar, J.P Nagar, Andheri West, Mumbai - 40053 | |