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| SHUKLA BANERJEE PAUL  An achievement-oriented professional, targeting senior level assignments in Finance & Accounts with an organization of high repute in Kolkata.  **shukla.banerjee@ymail.com  +91 9674194808** | |
| **CORE COMPETENCIES**    **SOFT SKILLS** | **PROFILE SUMMARY**   * A competent finance professional with **over 16 years** of rich experience in **Accounts & Finance, Accounting Procedures, Fund Management & Administrative Tasks** * Experienced in managing the **entire accounts & finance functions** including maintenance & finalization of accounts, cash flow analysis, forecasting, budgeting, profit monitoring, report management and building internal financial controls * **Steered overall accounting operations** and audit for the organization including collections, contract compliance, payments, deposits, disbursements and fixed assets management * Acted as a resourceful agent in monitoring the inflow & outflow of funds to ensure optimum utilization of funds for accomplishing organizational goals * Formulated & maintained **strong internal controls** to ensure effective and efficient processing of **cash management transactions** * Leading the administrative tasks for the organization; successfully managed **payroll of more than 50 employees** of **VI eTans Private Limited** * Revised & streamlined inefficient work procedures with the help of Tally * **An effective communicator & negotiator** with strong analytical, problem-solving & organizational skills   **CAREER TIMELINE** |
| **EDUCATION**   |  |  | | --- | --- | |  |  | | |
| **WORK EXPERIENCE**  **Since Jul’08: CBF Components Private Limited (A Subsidiary Co. of US Based Co.), Kolkata as Senior Accountant**  ***~ Accounts & Finance, Finalization of Accounts ,Billing/Debtors Reconciliation, Accounts Maintenance, Tax / Returns Filing & Calculation, Fund Management, Cash Management, Invoice Generation, Reimbursements, Expenses Control, Bank Guarantee Issues, External Commercial Borrowing, Foreign Remittances ~***  **Key Result Areas:**   * Collaborating with the senior management for improving & executing strategies & processes in accomplishing corporate goals & profitability * Spearheading the financial consolidation and reporting processes for the business including actuals, budgets and forecasts for internal & external purposes * Finalizing statutory books of accounts like P/L & Balance Sheet, Income Statement, Trial Balance for ensuring smooth financial operations; * Calculating PF. ESI, Professional Tax, Entry Tax, GST & filing necessary returns * Generating invoice on purchase entries, mailing & cash payments and so on; monitoring vendor payments * Ensuring timely reimbursement of office expenses and third party and salary payments; maintaining Accounts in Tally * Commissioning payments to Foreign Companies and issuing 12A & H Forms relating to Exports * Interacting & coordinating with Auditors and resolving their queries * Endorsing Foreign Inward Remittance Certificate and Get Bank Realization Certificate * Assisting in various Administrative jobs * Calculating Purchase & Sales Tax; * Making Cash Flow Statements, monitoring & forecasting cash position * Supervising financial accounting, receivables & payables management, preparation of ledger books, bank reconciliation statements and finalization of accounts as per audit structures * Monitoring reconciliation of various debtors & billing, conducting aging analysis and followed up with overdue debtors and escalated overdue debts * Generating Sales Invoices, Cash Memos & Purchase Invoices * Producing monthly dashboard reports to senior management for tracking key performance metrics including profitability & utilization; discussing the status of the company’s current Financial Standing with Upper Management * Analysing and reconciling accounts related to departmental budgets and vendor accounts * Executing the issuing & release of Bank Guarantees * Managing the External Commercial Borrowing, getting LRN and ECB Monthly Returns in correspondence with RBI * Formulating Board Resolutions and managing the updation & renewal of Digital Signatures and look after various ROC matters   **Oct’06-Jun’08: VI eTans Private Limited (Joint Venture of Bharat Petroleum), Kolkata as Accounts Officer**  ***~ Finance & Accounts, Billing & Debtors Reconciliation, Accounts Maintenance, Tax Filing & Returns, Payroll System Management, Reimbursement Procedures, Petty Cash Management ~***  **Key Result Areas:**   * Effectively calculated PF, ESI, Professional Tax, FBT, Service Tax & necessary returns filing; maintained accounts in Tally * Generated invoice on purchase entries, mailing & cash payments and so on * Ensured timely reimbursement of office expenses and third party payments * Headed total payroll of more than 50 employees   **May’06-Sep’06: Sanjay Modi & Co., Modi Sunil & Associate, Kolkata as Accountant**  ***~ Accounting Procedures, E-TDS Reports Filing & Preparation, Tally Reporting ~***  **May’04-Apr’06: Arham Infotech Private Limited, Kolkata as Accountant cum Cashier**  ***~ Cash & Bank Books Maintenance, VAT / Service & Sales Tax Procedures, Report Generation, Payroll Management, Sales & Purchase Invoice Preparation, Cash Memos Formulation ~***  **Highlight:**   * Simultaneously headed the maintenance of cash & bank books of 2 companies   **PERSONAL DETAILS**  **Date of Birth:** 12th November 1982  **Languages Known:** English, Hindi and Bengali  **Address:** Dakshineswari Apartment, 32 R. N. Tagore Road, Flat No. - 10, 3rd Floor, Kolkata-700035 | |