***CMA Debasish Basu***

# ***Mobile: +91-9830938938/9831074613***

[***Email-***](mailto:Email-soumyashankarde_2@yahoo.com) ***debasish23dec@yahoo.com/debasishbasu68@gmail.com***

***CAREER OBJECTIVE :***

***To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill. Seeking senior management roles in Finance & Accounting, Internal Audit & Compliances, Financial Planning & Analysis with exposure of Tally ERP/SAP environment preferably in Manufacturing Industry***

***PROFESSIONAL SYNOPSIS***

### Cost management professional with over 26 years of extensive experience in managing a gamut of functions related to Internal Audit, Accounts & Finance

* ***Hardworking, Competent & Efficient, Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.***
* ***Good Communicator with Excellent Presentation, Team management / Building & Motivation Skills.***

### A keen & strategic planner with strong skills in Finance & Accounting procedures & activities, Finalization of monthly and annual accounts as per statutory/Co’s Act requirement, Fund raising/renewal, Budgetary Control, Implementing Internal Audit Procedure & Compliances, Direct & Indirect Taxation Procedure/Hearing/Compliance,

### Knowledge of practical application of accounting & internal auditing standard

### Skilled in handling Statutory/Tax/Internal audit assignments; coordinating for queries raised by auditors within agreed timelines.

### Proficiency in life cycle implementation in SAP R/3 – FI , Payroll -Taxation Module and Tally ERP-9

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***: EMPLOYMENT SCAN :***

***Name of the Company R. Kothari & Co. – Chartered Accountants***

***Designation Sr. Associate***

***Tenure Of Service 15th December’2017 to Till date***

***Place Kolkata***

***Present Roles & Responsibilities***

***Looking after Client’s***

* ***Concurrent Audit***
* ***Internal Audit***
* ***Overall supervision of Finance & Accounts-Banking-Finalization-Statutory Audit***

***JOB ASSIGNMENTS AT THE CLIENT OF R.KOTHARI & COMPANY:-***

* ***Presently assigned as Accounts Head to supervise Finance & Accounts-Banking-Cash Flow - Loan Syndication-Finalization-Statutory Audit-Internal Audit-Export Documentation with Bank/RBI/DGFT-Export/Import/Advance/EPCG License - Administration in a Leather Goods Manufacturing & Export Industry. Major scope of work :-***
* **P&L Review**
* **Handling payables and payments**
* **Managing Cash Flow**
* **Monthly Accounts Closing**
* **Handling Annual closing and Statutory Audit**
* **Independently handling & addressing Internal Audit issues**
* **Review of expenses and taking initiative to reduce costs**
* **Analysis of purchase and identifying areas of control**
* **Handling DP Limit – Monthly submission of Stock Statement – Renewal of WC Loan – Term Loan processing**
* **Supervise & Monitoring Export & Import- Documentation with Bank/RBI/DGFT- Advance/EPCG License**

***Name of the Company Crystal Logistic Co. Pvt. Ltd***

***Designation Assistant General Manager-Finance & Accounts***

***Tenure Of Service 4th Sept’2017 to 12th December’2017***

***Place Kolkata***

***Roles & Responsibilities as Assistant General Manager Finance & Accounts***

***Accounting/Taxation/Statutory Activities-***

* ***Consolidation/timely closing of Quarterly & Annual Balance Sheet/P&L***
* ***Fund management - Managing vendor/consultant’s payments as per Fund available with Bank***
* *Monitoring& supervision of* ***day-to-day financial accounting***
* ***Authorization/approval of receipt/payment/expenses vouchers.***
* ***Preparing budgets & monitoring of variances - Monthly reporting to BOD***
* *Supervision of* ***Statutory/Tax Audit***
* ***Supervision of Direct & Indirect Taxation compliance (TDS/GST)***
* ***Co-ordination with Tax Consultants for various taxation issue with IT Department/Timely reply of scrutiny***
* ***Preparation of monthly Stock Statement and timely submission to Bank for CC limit***
* ***Preparation of CMA Data and renewal of Cash Credit Limit with Bank***
* ***Oversee Warehouse Accounting and billing to Client***
* ***Oversee preparation of MIS and submission to Funders/BOD***
* ***Oversee collection from Customers***
* ***Co-ordination with Tax Consultants for various taxation issue with IT Department/Timely reply of scrutiny***

***Name of the Company Alchemist Group of Companies***

***Designation Assistant General Manager – Internal Audit and Finance & Accounts***

***Tenure Of Service July’2007 to 31st August’2017***

***Place Kolkata & New Delhi (Corporate Office)***

***Roles & Responsibilities as Assistant General Manager Finance & Accounts***

***Accounting/Taxation/Statutory Activities-***

* ***Consolidation/timely closing of Quarterly & Annual Balance Sheet/P&L***
* ***Fund management - Managing vendor/consultant’s payments and proper recording***
* *Monitoring& supervision of* ***day-to-day financial accounting***
* ***Authorization/approval of receipt/payment/expenses vouchers.***
* ***Controlling and monitoring of accounting record/****reconciliation of Ledgers*
* ***Active participation in preparing budgets & monitoring of variances - Quarterly reporting to Business Head***
* *Monitoring & active participation with Secretarial Department in* ***timely submission of all ROC Returns to avoid penalty***
* *Handled Bank Guarantee for Export Licenses*
* *Supervision of* ***Statutory/Tax Audit & Internal Audit (Departmental/Outsourced)***
* ***Supervision of Direct & Indirect Taxation compliance (TDS/GST)***
* ***Co-ordination with Tax Consultants for various taxation issue with IT Department/Timely reply of scrutiny***

***Roles & Responsibilities as Assistant General Manager Internal Audit***

* ***Heading Internal Audit of Co’s East Zone (Kolkata, Assam, Jamshedpur, Bihar, Orissa, West Bengal with four team members***
* *Develop & monitoring Departmental & Outsourced Quarterly/Half-yearly/Annual* ***Internal audit plan/ schedule/assign audit manpower for Financial & Operational audit*** *includes* ***risk analysis/internal control system/ due diligence/investigation audit/stock audit/process audit/fixed assets audit of Co’s Pharma, Tea, Aviation, Food, Hospital Division***
* ***Attended Quarterly Board Meeting/Audit Committee Meeting for Internal Audit Review on Open Queries through Audit Presentation/Report of Co’s Pharma, Tea, Aviation, Food, Hospital Division***
* ***Direct, lead, and manage the audit engagements includes review and supervision of the various audit teams*** *planning and execution of their assigned audit engagements, as well as* ***prepare/review of the audit work papers and audit reports/executive summary of report*** *to assure completeness and high quality of audit work and soundness and relevance of reported audit observations and recommendations to Top management within time frame*
* *Ensure* ***compliances with the Standards for the Professional Practice of Internal Auditing, prescribed by the Statutory Auditors***
* *Quarterly review of* ***Statutory compliance*** *(Returns/dues etc.)*
* *Review of* ***Insurance coverage of Fixed Assets,*** *Maintenance of* ***assets register***
* *Quarterly* ***monitoring Physical Stock verification, checking of valuation, reconciliation***
* *Analysis of various* ***MIS Reports, Profitability of Project, Cash Flow/Operating Profits, analysis of Budget and Variance analysis with Budget*** *of different division/unit in the aspect of Internal audit system*
* *Analysis of* ***Cost Sheet/develop cost reduction/control method.******Identify potential areas where savings can be achieved by way of cost control, cost rationalization*** *and ensure that corrective measures are implemented to achieve desired results*
* ***Periodical Financial Review before quarterly closing & limited review*** *(Scrutiny of Balance Sheet, Cash/Bank Book, G/Ledger, aging analysis of Receivables & Payables).*
* ***Pre/Post audit*** *- Supplier’s/Vendor’s Payment, Purchase, Rate contact with Vendor, Capital Expenditure, Sales and Collections, Payroll/Taxation*
* ***Carry out RCM*** *(Risk Control Matrix) for each audit area in Finance/Operation, Process review/gaps and analysis*
* *Prepare* ***audit report with findings, recommendations, compliances and executive summary for Audit Committee meeting/Director-Corporate Finance & Audit for review***

***Name of the Company SPS Steel & Power Limited***

***Designation Deputy Manager (Accounts & Finance)***

***Duration January 2006 to July 2007***

***Roles & Responsibilities***

* ***Banking matters*** *(submission of monthly stock statement for OD limit, Compilation & preparation of CMA Data)*
* ***Debtors & Creditors Management*** *(Outstanding position & reconciliation)*
* *To oversee* ***financial and accounting system controls and standards*** *and ensure* ***timely financial and statistical reports for management***
* ***Complete periodic closing of accounts. Reconciliation of Head Office & Branch Accounts/compilation & finalization of Branch Account***
* ***To ensure all statutory compliances across business entities*** *(P.F/TDS/P. Tax/Service Tax/VAT)**and facilitating deposits of returns to respective authorities*
* ***Scrutiny of General Ledger*** *(Material/Creditor/Debtors)*
* ***Raw material accounting/control -***  *reconciliation & costing at plant*
* ***Expenses monitoring & approval of Plant expenses up to Rs.1,00,000/-***
* ***Preparation of monthly Stock Statement and reconciliation with Plant***
* ***Coordinating the statutory audit across the business entities***

***Name of the Company Visa Steel Limited***

***Designation Assistant Manager (Finance & Accounts)***

***Duration December 2003- December 2005***

***Roles & Responsibilities***

* ***SAP EXPOSURE:*** *As a Core team member, involved in* ***SAP-FI & HR Payroll Module***
* *Responsible for* ***G.L posting under SAP Payroll-Taxation Module to SAP-FI Module***
* *Scrutiny of* ***G.L posted under FI Module with manual Ledger Balances/Trial***
* ***Computation of Income Tax from Salary & ensure deduction/deposits of TDS/P. Tax/ P.F/Reconciliation with SAP Payroll Module***
* ***Ensure statutory compliances across business entities*** *(P.F/TDS/P.Tax/Service Tax)*
* ***Complete periodic closing of accounts. Reconciliation of Head Office & Plant Accounts***
* ***Accounts/compilation & active participation finalization of Accounts***
* ***Controlling different payment cycle of Vendor***
* ***Coordinating the statutory audit across the business entities***

***Name of the Company D. C. Ghose Group Of Tea Companies***

***Designation Assistant Manager (Accounts & Audit)***

***Duration September 1989 to December 2003***

***Roles & Responsibilities***

***Administration:***

* ***Payroll Management, TDS matter, Managing Exempted PF Trust***

***Corporate Accounts & Finance:***

* ***Day to day accounting matters. Compilation/Finalization of 5 Tea Gardens Accounts***
* ***Debtors & Creditors Management***
* ***Statutory Compliances*** *(PF/ESI/TDS)*
* ***ROC Matter*** *(Acceptances of Deposits Returns)*
* ***Half yearly Internal Audit in Co’s five Tea Estates/Warehouse.***
* ***Conducted Statutory Audit/Tax audit***
* ***Monitoring Budget***

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***PROFESSIONAL QUALIFICATIONS:***

***2006 Completed Post-Graduation/Degree–CMA (ICWA) from Institute of Cost And Works Accountants of India***

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***SCHOLASTICS:***

***1989 Completed B.Com (Calcutta University) from City College of Commerce, Kolkata.***

***1987 Completed Higher Secondary Examination from West Bengal Council of Higher Secondary Education.***

***1985 Completed Secondary Examination from West Bengal Board of Secondary Education.***

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***TECHNICAL SKILLS:***

***ERP SYSTEMS : SAP R/3-FI***

***Accounting Packages : Tally ERP 9***

***Operating System : DOS, Windows 95, 98, 2000, XP***

***Tools/Others : MS Word, MS Excel, PowerPoint etc.***

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***PERSONAL DOSSIER:***

***Date of Birth : 23rd December, 1968***

***Languages Known : English, Hindi & Bengali.***

***Address : J-220, Paharpur Road, PO: Garden-reach, Kolkata-700 024***

***Skype Id : debasish.basu23***

***Notice Period : 1 Month***

***Present location : Kolkata***

***Present CTC : Rs.9.60 lacs p.a.***

***Expected CTC : Negotiable***

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***(Debasish Basu)***

***Dated : 31st August’2020***