**PALLAB ROY** Tel: +91 9830536280, Email: [pallabry@yahoo.co.in](mailto:pallabry@yahoo.co.in)

**A competent and dynamic professional with functional experience of 18+ years in Power , Telecom and Manufacturing sector,striving to be a key player in setting and achieving organisational objectives in a professionally managed organisation.**

**Core Competencies**

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| Financial Accounting-**11yrs** | * Monitoring ,scrutiny and ensuring proper accounting as per various statutory guidelines. * Handling Statutory Auditor for **LR Audit, Yearly Audit, cost Audit.** * Exposure in VAT, Service Tax, PF,ESI,GST |
| Budget & Budgetary Control-**14 Yrs** | * Managing entire Annual Budget, researching financial management issues, determination of financial resources for certain programme, cost benefit analysis on all programmes, reviewing all budgetary amendments, prediction of revenues based on current economic data. |
| Power Tariff Petition -**3yrs** | * Responsible for various assignments of Power Tariff calculation and petition for submission to Regulatory Commission. * **Ensuring FPPCA calculation for optimization of resources and minimization of production cost for getting favourable tariff verdict from commission.** |
| Treasury /Banking Functions-**12yrs** | * Managing various treasury functions viz Banking, Credits and Collection, Investment accounting, Working Capital ,Term Loan CMA/FFR-I,FFR-II Data preparation, BG,LC. * Preparation of various Report, Documents and replying Credit to Credit Rating Agencies |
| Financial Analyst Functions-**18+Yrs** | * Formulation and development of various SOPs according to Company’s **Vision ,Mission and Values** * Preparation of Financial reports/charts. Analysing the same and give reports to Management. * Responsible for performing special projects to improve process efficiency and performance Projects as assigned by Management * Demonstrate appropriate understanding / working knowledge of accounting principles and internal controls, and apply them |
| Internal Audit-**2Yrs** | * Conducted internal audit in the area of Power Debtors & Creditors, Cash Credit A/C, Expenditure GLs, commercial papers of Power debtors, Insurance Audit. |
| Team Management-**12Yrs** | * Team handling experience , ensuring working them as an unit with dedication and discipline, giving responsibilities, interacting with them in horizontal perspective, ensuring high level of motivation. |
| Accounts Payable(AP)**-6yrs** | * Managing and supervising Accounts Payable Sec. Responsible for General Ledger, AP Ledger and Project accounting. * Overseeing all Tax related process. * Standardization of AP procedures. Verification ,monitoring, control and cost optimization of Factory OH, Branch and HO expenses. |
| Accounts Receivable(AR)/ Credit Control-**10Yrs** | * PO & Invoice Management effectively, efficiently, accurately and timely. * Credit Control & Credit Management – Overdue Invoice collection , Reduction in Debtors, Dispute Identification & Issue Resolution. * Reports generation, AR Tracker, adoption of best practises of industry. |
| MIS Reporting-**18+Yrs** | * Monthly PL Flash & Forecast of Opex & Direct costs, preparation of BS Flash on quarterly basis, variance & Trend analysis, Provision Analysis. Responsible for improving of MIS reporting, designing of Chart of Accounts, ensuring internal controls, Policies and SoPs. |
| Knowledge in Systems-**18+Yrs** | * Experience in ***Tally,Oracle, Sales Force, SAP R3,COGNOS,customized Budgeting software in MS Dot Net framework 4.6.1, customized Accounts Receivable Software in MS Dot Net framework 4.5.2.*** * **Advance** use of ***MS Excel, MS Power Point, MS Access, MS Visio, MS Word***. * **Advance use of SPSS ,Smart Draw** * **DMS(Data Management system ) for Accounts payable process.** |

**Organisational Experience**

**Premier Irrigation Adritec Pvt.**

*(Incorporated in 1965,the company is pioneer in manufacturing of Irrigation system and equipment in INDIA, in 2008 it was merged with Adritec Group International(AGI-Head Quartered in Bahrain, established in the year1983.).*

**Manager- Finance & Credit Control -Reporting To CFO Jun’11onwards**

**Role:**

* Handling PAN India basis Collection and Credit Monitoring of all **15 branches,400+Dealers, 250+ Sales team members, Varied Process, Guidelines and Payment terms of each State Govt.** Monthly review of Branch performance, **collection , Accounts**. **Reduction in Branch expenditure** through strict and proper monitoring of Expenditure and Prevention, Control of Revenue slippage.
* **DSO Management:** (1) Past due AR review, (2) Collection targets, (3) Month end AR Provision forecast
* **Business Support:** (1) Fixation of Credit Limits, (2) Channel Finance, (3) Order Processing Support.

(4) WC Management, (5) Vendor Payment Management,(7) Coordination with Bank on Treasury matters

* **Provide business performance updates** (including BS, P&L, Cash flow, detail cost review, variance explanations, etc) on monthly, quarterly and yearly basis to top management.
* **Developed and implemented compliance dashboard for Management ,and manage BS review activities.**
* Provide **financial support ,guidance and training** to profit centre heads/Project Managers
* **Compliance & Control:** Ensuring Credit Approvals as per Delegation Matrix . Strictly monitoring list of defaulters beyond standard credit limit days . Legal and Insurance claim processing with Sales and operational team.
* Effectively handled ***Budgeting and Budgetary*** control for optimum utilisation of the resources of the organisations. Responsible for preparing the company’s **AOP**, device **AOP Monitoring** mechanism.
* **Cash Budgeting** and **Cash Management-** Effectively handled Cash Management, reducing CC interest burden through fund monitoring , channelizing funds from Current A/c of branch to CC A/c quickly, Cost optimization and reducing DSO Days and thus ensuring utmost utilization of Working Capital.
* ***Formulation*** and Preparation of Yearly/Quarterly/Monthly **Branch Expenditure Budget** and preparation of **Branch Variance between Monthly Actual Vs Monthly Budget& MoM Actual variance.**
* Responsible for  **Factory Budget and Factory OH Expenditure Control** through various reports, process trackers and monitoring of the same with feedback for the Variance and suggesting corrective measures for the same , especially in the area of power management, carriage outward, Outsourcing Job work cost,
* Framed and suggested the way out for cost reductions, especially Transportation cost, Travelling for Sale cost through analysis, ideas, CFT meeting and by conducting training.
* Being the member of **Management Committee, suggested various measure on product mix Sale , Raw Material Management, Inventory Management, Cost Control Mechanisms.**
* Preparation, up gradation and modification of ***Accounts Manual and SOPs.***
* *Preparation of* ***CMA Data , FFR I, FFR II****,****DP Report,*** *supervising the Job of* ***LC, BG*** *.Monitoring and managing the organisation's bank relationships and liquidity management. Knowledge of Working Capital and Long Term Loan*
* ***Present variance analysis results to MD and CFO level and recommend actions to meet budget.***
* ***Drive continuous improvement in all financial process and leveraging technology***
* Project Leader for **CRM App**  **Sales force .** Framed the Business Process right from opportunity mapping to lead creation to Customer service stage Movement to Collection to devising of various scoring matrix in the App. Continuously Guided the Team with Data, Process Map, Solving problem for successful completion of the App in a complex, complicated business environment.
* Project Leader for creation of Total Budget Software in DoT NeT platform**, *right from Sales to Production to Raw Material and SFG/FG to Opex & Capex projection, fund & Non Fund Inflow & Outflow projection, PL &BS.***
* ***Lead/manage fraud/forensic investigation, regulatory compliance and special request from the management***

**Highlights:**

* Successfully taken the charge of the responsibility with in short span though coming from a different background(***previous exposure was in Telecom and Power industry***.)
* ***Formulated Various reports and AOP monitoring tool***  for smooth and effective, proper presentation of expenses and income of different Branches, ensuring uniformity in process and MIS across the country
* Successfully increased the collection of the company through monthly debtors review, implementing various Process Tracker to control the sale completion process thus ensuring faster Debtors liquidation .

**Achievements:**

* Within few month become a active participant in all **Management Committee affairs, meeting** and lately become a active participant in **High level Advisory Committee meetings by giving several Financial analysis, Ration Analysis, Sales Analysis, AOP Vs Actual performance analysis.**
* Re structure the codification of factory Inventory system for Inventory controls.
* **Joined the Organisation as Dy Manager & got promoted to Manager Finance & Credit Control**

**TATA Teleservices Limited.**

*(Incorporated in 1996,the company was first to launch CDMA mobile services, currently offers services under the brand name****” TATA Indicom” &“TATA DOCOMO”****in 20 Circles in India.Also launched GSM service with DOCOMO, first in the country to give paisa per second in tariff.)*

**Asst Manager- Finance-Reporting To AVP Finance Nov’07 to June’11**

**Role:**

* Handling a team of **4 persons** of **Opex Department** for managing the G/L posting & scrutiny, compilation of expenses, variance analysis, Monthly, Quarterly and Yearly **PL and BS reports**, expenditure schedules preparation for auditors. Managing Quarterly audit by Ernst & Young.
* Budget with Actual variance and trend analysis, Monthly and quarterly reporting to Management.
* Preparation, up gradation and modification of ***Accounts Manual and SOPs.***
* Effectively handled ***Capital Budgeting and Budgetary*** control for optimisations of utilisation of the resources of the organisations.
* Control functions of **Capex Department** through handling a team of **7 persons**.
* **Fixed Assets accounting and reconciliation**, ensuring proper AS maintained and **CARO compliance** .
* Taking the full responsibility of ***Insurance Related*** matters of the organisations.
* Analysis, monitoring and reporting to Mumbai Corporate office of the entire Easter Region Payroll ***(off roll-650+eomployee & On roll-400+ employee)*** Calculation and Accounting and provide necessary suggestion for removal of errors and process improvement .
* Monthly uploading of financials in COGNOS, Cost Centre/BU wise analysis, identification of areas where project improvement will bring highest yield.
* Framed and suggested the way out for cost reductions, especially in Network & Administrative cost through analysis, CFT meeting and by conducting training.
* ***Creditors Management(AP)***- Responsible for for PAN India basis **Capex vendor payment** and **Reconciliation**. Ensures proper vendor accounting with maximum accuracy and in time. Handled vendor disputes with team of 4 people .
* *Audit and review of financial models to ensure they are both accurate and updated to reflect financial change*
* ***Lead/manage fraud/forensic investigation, regulatory compliance and special request from the management***
* Maintain effective working relations with external Auditors and various levels of managements(regional/corporate /international) as a key audit contact for the region.

**Highlights:**

* Successfully taken the charge of the responsibility with in short span though coming from a different background(***previous exposure was in power industry***.)
* ***Formulated flash reports*** for smooth and effective, proper presentation of expenses and income of different circles across east India. Ensuring uniformity in process and MIS across east region
* Successfully done GSM capitalisation in project stage and took part in Cost reduction programme of the company.

**Achievements:**

* Got ***“Spot Recognition”*** on 31/1/2008 for last two month performance( ie from joining period Nov’07 to Jan’08).
* Got ***“Spot Recognition”*** on 31/12/2008 for last month performance on account of CWIP management and reduction.

**DPSC Limited.(Formerly Dishergarh Power Supply Co Ltd.)**

*(Engaged in generation, distribution and transmission of power to HT consumers in the licensed area covering Andal to Barakar (Coal belt and adjacent industrial belt of West Bengal); annual turnover is around Rs 350 Crores)*

**Commercial Assistant(Acc Executive.)-Reporting To GM Finance April’01 to Nov’07**

**Role:**

* Leading a team of 4 persons for managing **Fund Flow, Cash Credit Facility**, preparation of ***CMA Data.***
* Monthly, quarterly, yearly GL closure and ensuring smooth ***Audit*** with “PWC”.
* Preparation of **LC** for power purchase from DVC,NTPC, LC for Coal Purchase , BG .
* Handling **project accounting** and **project finance**, generating Various **MIS** and it formulation
* Taking part in ***Tariff Calculation and Petition*** for power tariff to **Regulatory Commission**.
* ***Debtors Management(AR)***-Payment collection, monitoring dues, co-ordinating with commercial department to minimise dues in order to ensure adequate availability of fund, AR reconciliation.
* ***Creditors Management(AP)***-Monitoring timely payments, control in vendor master file, checking of PO/agreements, reviewing of creditors, AP reconciliation,
* Ensuring proper ***Fixed Assets and Investment Accounting*** as per ‘AS 10’, AS ‘6’, AS ‘28’,AS”13’.
* Effective financial planning analysis and reporting including monthly ,quarterly and yearly PL and Balance sheet analysis .
* Manage data exception/fallout and work with IT platform to update mapping.
* Create and enforce policies for effective data management.
* Ensuring proper accounting for ***Related Party Transaction***, as per AS 18.
* Compiling budgeting and forecasting data to upper management along with detailed analysis for Cost control, revenue opportunity .
* Design and develop reports for end users. Make recommendation based on best practices.
* Responsible for conducting regular ***Internal Audits*** (*for two years years*.)to ensure internal control system are commensurate to the nature of operation of the company, identifying gaps in internal control process and updating management on the same. Risk assessment on various functions, unearthing any fraudulent activities, leakage of revenue .

**Highlights:**

* *Successfully reduced overdraft interest by 25%* through effective monitoring of fund balance, Debtors Management .
* Assisting my senior( DGM Accounts)in instrumenting in *enhancing CC Limit from Rs 12.7 Crores to Rs 47.70 Crores in last two years for smooth operation of business at low rate of overdraft interest*.
* *Prepared and formulated Trust Deed for Transfer of Gratuity Fund and Superannuation Fund* from “ Yule Gratuity Fund” and “Yule Agency Superannuation Fund” respectively(which is controlled by our group company” Andrew Yule Co Ltd”.).
* *Proper control regarding Related Party Transaction increasing smooth operations*, reducing errors in transactional entries, formulated “Debit Note” in the system for routine accounting entries.
* Formulated and structured the checking system for energy purchase from DVC, to ensure timely payment, and avoiding excess payment. *Reduction in late payment and excess payment by 22% out of purchase of Rs 300 crs p.a*
* *Quick settlement of Gratuity and Superannuation for the retired employees* ensuring employee satisfaction.

**Achievements:**

* Got ***Promotion*** in next grade for the performance in **2005-2006**.
* Received **C*ash Award and Appreciation Letter*** for outstanding performance in **2006-2007**

**Educational background**

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| --- | --- | --- | --- | --- |
| ***Examination Passed*** | ***Name of university/institution*** | Subjects Studied | ***Passing year*** | ***Div/***  ***Class*** |
| MADHYAMIK | WEST BENGAL BOARD OF SECOUNDARY EDUCATION. | ENGLISH,BENGALI,HISTORY,GEOGRAPHY,PHYSICS,CHEMISTRY,MATHS,BIOLOGY | 1992 | 1st Div. |
| HIGHER SECONDA | WEST BENGAL HIGHER SECONDARY COUNCIL. | ENGLISH,BENGALI, ACCOUNTS,COSTING,BUSINESS ORGANISATION.,ECONOMICS, BUSINESS MATHS . | 1994 | 2nd Div. |
| B.COM (HONS.) | UNIVERSITY OF  CALCUTTA | ACCOUNTANCY,COSTING,ECONOMICS,TAX,BUSINESS MATHAMATICS & STATISTICS,AUDIT,FINANCIAL MANAGEMENT,CORPORATE LAWS,ORGANISATION & MANAGEMENT FUNDAMENTALS | 1998 | 2nd Class |

*Pursuing Cost Accountancy from ICWAI, CFA-USA, CIMA UK*

**SKILLS**

* *Strong knowledge in ERP system and comfortable in working in multiple ERP ‘s*
* *Advance MS office knowledge (Excel, Power Point, visio, Word,)*
* *Strong attention to detail*
* *A strong analytical ability with business acumen*
* *Has strong interpersonal, communication, organisational and excellent time management skills.*
* *Excellent judgement in handling difficult situation*
* *Professional attitude and ability to relate to executive management, professionals and business and community leaders*

**Personal Profile**

Date of Birth : 10th,April 1975

Contact Address : 266, Parnasree Pally, Hirok Apartment, Behala, Kolkata-700060,West Bengal, INDIA

Marital Status : Married

Father’s name : Bishnu Prasad Roy

Language known : Bengali, English, Hindi.

Religion           : Hinduism

Nationality            :   Indian

Passport          : Available

Date:…./.…./20 ..…………………….