**JAYDEEP NARAYAN SINGH**  108, Narkeldanga North Road

**Chartered Accountant** Kolkata - 700011

**Mob** : 8617741971

**Email:**jaydeepnarayanca@gmail.com

## Objective

Seeking a challenging job, commensurate to my qualification & experience in order to utilize my skills and knowledge, effectively in a reputed organization, which enables a clear objective so helps to learn & grow with the company.

## Professional Experience

1. **Company Name : Indus Towers Limited, Chennai**

**Designation : Manager – Finance**

**Duration : June 2020 – Till date**

**Major Responsibilities**

* Preparation of AOP and Monthly Forecast Preparation with detailed analysis. Monthly Monitoring of AOP Vs actual.
* Drive Cost reduction initiative.
* Finalization of Financial Statement and notes to accounts as per IFRS/Ind AS on a monthly basis and Monthly reporting of P&L and BS variance.
* Provisioning at month end, Book closure monthly basis and get approval from the CFO.
* Preparation of monthly Standard Financial review.
* Audit schedule and completeness as per agreed timeline.
* Regular Monitoring of open audit points and close coordination with respective department for closer of points before target date.
* Close monitoring of Internal Control compliance by all functions.
* Continues Focus on high risk points adherence by all departments.
* Preparation of taxation returns such as GSTR1, GST3B, GSTR9 and liaison with external tax specialists.
* Fixed assets Physical verification and reconciliation with FA register & Capitalization.

1. **Company Name : Balmer Lawrie & Co Limited, Chennai**

**Designation : Deputy Manager –Finance & Accounts**

**Duration : November 2014 – May 2020**

**Major Responsibilities**

* Finalization of Financial Statement and notes to accounts as per IFRS/Ind AS, Cost Audit.
* Preparation of Business Plans and establish accurate forecasts regarding expenses and revenues
* Managing an end-to-end audit process of current systems – while acting as the main point of contact for external auditors & Compliance to Internal Audit observations related to A&F
* Monthly Reconciliation of Balance sheet schedule and Profit and loss schedule and provision, Inter unit Purchase /Sales.
* Monthly MIS on Sector, product, customer, sales person wise sales qty, sales value, GP and Contribution. Variance analysis
* Vendor Management-Vouching of invoices, Monthly Aging analysis, Bank guarantee management, Balance confirmation, clearing of line item for RIT,GRIR ,SRIR,CENVAT,CVD,FREIGHT CLEARING.
* Monthly receivables review, circulation of minutes of the same within 10th. of the following month and facilitator of debtors reconciliations, Balance confirmation half yearly basis.
* Plays vital role in analysis & valuation for MMLH and monitoring for same project.
* Checking of TCR & Purchase Order, SOP & compliance with Purchase Policy of the company.
* Preparation of Mega insurance of capex & insurance claim
* Preparation of taxation returns such as GSTR1, GST3B, GSTR9 and liaison with external tax specialists.
* Fixed assets Physical verification and reconciliation with FA register & Capitalization.
* Performance evaluation of finance staff and identify skill development needs
* Well Conversed with IT tools such as SAP FICO, Microsoft Office, etc
* Consolidation of South Zone Financial Statement as per IFRS/Ind AS

1. **Company Name : Manappuram Finance Ltd, Valapad, Kerala**

**Designation : Senior Manager - Finance**

**Duration : September 2013 - October 2014**

**Major Responsibilities**

* Analysis of Financial statements as a part of process risk management.
* Playing vital role in issuing debentures, commercial papers and in debt syndication.
* Preparation of investor presentation reports, covering detailed Company profile.
* Worked on preparation of Business Plans & Budget and review on monthly basis.
* MIS reporting on a quarterly basis and completion of the financial statements quarterly as well as annually before the same is been audited by the auditors.
* Prepare Branch Wise Profitability periodically.
* Compliance of various RBI guide lines regarding NBFC & filing various forms.
* Planning, Executing and Managing Treasury functions i.e. fund management.

1. **Company Name : BarjoraSteel & Re-Rolling Mills Pvt. Ltd, Kolkata**

**Designation : Chief Accountant**

**Duration : October 2012 - August 2013**

**Major Responsibilities**

* Oversight of the month end process including ensuring the completion of the General Ledger and Balance Sheet reconciliations and production of the P&L statements.
* Preparation and filing of returns of Individuals and Companies including TDS, Service tax, Vat, Income tax returns.
* Responsible for a range of activities included but not limited to independent responsibility of deliverables, handling of clients
* Financial Analysis of Balance Sheet, Income Statement, Cash flow Statement, Notes to Financial Accounts and evaluation of financial ratios.
* Coordination with Banks and Financial Institution for working Capital & Long Term Fund arrangement.

1. **Company Name : Rajesh Khanna & Associates, Kolkata**

**Designation : Article / Trainee**

**Duration : March 2008 - September 2011**

* Executed Statutory and Tax Audits of companies and Trusts M/s Sparsh Foundation
* Executed Internal Audits of Companies like M/s Eastern Clearing & Forwarding Pvt. Ltd.
* Finalization of tax audit reports & indulged in various tax planning & corporate tax issues.
* Played a key role in registering a Charitable Trust u/s-12A M/s Sparsh Foundation
* Executed Concurrent Audits of Bank Branches like United Bank of India
* Executed Statutory Audits of Bank Branches like State Bank of India, Punjab National Bank etc.
* Finalization of annual accounts in consonance with the applicable laws.
* Preparation and filing of returns of Individuals and Companies including TDS, Service tax, Vat, Income tax returns.
* Conducted Income Tax assessments/ reassessment including handling of various tax planning issues.
* Getting Issued TDS Exemption certificate u/s-197 of Income Tax Act.

## Educational & Professional Qualification

|  |  |
| --- | --- |
| **2012** | **Chartered Accountancy**  The Institute of Chartered Accountants of India |
| **2012** | **Company Secretary–Executive(Intermediate)**  The Institute of Company Secretaries of India |
| **2009** | **Masters of Commerce (M.Com)**  University of Calcutta, Kolkata |

## Certifications

* Pursuing International Financial Reporting Standards **(IFRS)** Course.
* Completed MDP from IIM Lucknow.

## Languages Known:

* English, Hindi & Bengali

## Personal Details:

* Date of Birth **:** 06th Nov 1986
* Hobbies **:** Swimming.

## Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 8th May’2021

Place: Kolkata **(Jaydeep Narayan Singh)**