

## **RESUME**

**MANASH RANJAN SENGUPTA**

**CHIEF ACCOUNTANT WITH 25 YEARS EXPERIENCE**

E Mail ID : [sengupta\\_90@hotmail.com](mailto:sengupta_90@hotmail.com)

**B.Com (1<sup>st</sup> Class), ICWA (Intermediate), Certificate course in Information Technology**

**PASSED THE NATIONAL MATHEMATICS OLYMPIAD CONTEST.**

### **Computer Knowledge**

**Knowledge of MS Word, Excel, Tally**

### **Professional Experience**

**ART-E-MIDE CONSTRUCTION PVT. LTD., GUWAHATI, INDIA**

**JUNE 2013-PRESENT DATE**

**Working with a Kolkata based reputed Interior Designer Company as a Chief Accountant undertaking projects in Assam being posted at Guwahati .**

### **Duties & Responsibilities:**

1. Handle full spectrum of financial and cost accounting role eg. AR, AP, GL, forecasting, budgeting etc.
2. Perform financial analysis and reporting to management as needed.
3. Perform month-end accounting activities such as reconciliations and journal entries.
4. Coordinate with finance team to complete assigned accounting tasks within deadlines.
5. Evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.
6. Generate financial reports and statements to Managers for review.
7. Analyze financial discrepancies and recommend effective resolutions.
8. Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
9. Respond to accounting inquiries from management in a timely fashion.
10. Provide guidance to other Accountants when needed.
11. Assist in budget preparation and expense management activities for assigned accounts.
12. Assist in auditing activities by providing necessary information and preparing requested documentations.
13. Monitor and record financial transactions according to company policies and regulations.
14. Review and recommend changes to existing accounting procedures.

**MAY-2004- MAY2012**

**JOHNSON EASTERN POWER, AIZAWL, INDIA**

Worked with a Engineering procurement construction organization as a Chief Accountant which was engaged in handling of water supply Projects, Construction of roads, Consultancy etc. The following are the responsibilities assigned:

1. Maintenance of Accounts up to finalization in Tally Package.
2. Preparation of monthly accounts
3. Investigate variances and provide value added variance commentary against budgets and forecasts
4. Review and post journal entries from sub ledgers (Accounts Payable/Accounts Receivable/Fixed Assets/ Purchasing and manual journals.
5. Ensure all manual entries are accurate, properly authenticated and are recorded on time.
6. Preparation of documents required by the bank for sanction of Term Loans & Demand Loan for meeting the organisations Financial needs. Ensuring regular submission of the Monthly/Quarterly documents required by the bank.
7. Develop/enhanced reports for consolidating and analysing budgets.
8. Ensure reconciliation of balance sheet accounts are accurate by coordinating with other functions of Finance
9. Ad hoc and analytical reports, like management/executive committee presentation of financial results on a monthly basis
10. Enhance all existing reports to complement MIS reporting and Statutory reporting
11. Ensure that all the taxes and returns are submitted on time.
12. Provide support in finalising the statutory audit.

**MAY 2002 – MARCH 2004**

**WARIS GENERAL TRADING, DUBAI, UNITED ARAB EMIRATES**

Worked with Waris General Trading Dubai, United Arab Emirates as an Accountant dealing with a group of companies having diversified interests in trading of consumer durables , Fish & Meat PRODUCTS. Construction and Real Estate etc. The following were the duties and responsibilities assigned to me.

1. Maintenance of all the accounts works upto finalization in a computerized environment. The package used was Tally 6.3
2. Responsibility for preparation of Bank reconciliation statements. Financial analysis, Cost Break ups and Analysis statements to meet the management decision making requirements.
3. Preparation of periodic MIS Statements including the cash and the Fund flow Statements
4. Physical checking of the stocks in the warehouse and tallying the same with the records on a periodic basis.
5. Liaisoning with the Govt. departments of Dubai such as immigration, economic department municipality etc.

**JANUARY 1997 – MARCH 2002**

**DEEP ELECTRICAL AND INSTRUMENTATION WORKS,  
JAMSHEDPUR, INDIA**

Worked with Deep Electrical and Instrumentation Works, JAMSHEDPUR as an Accountant. The afore mentioned firm had a contract with Incab Industries Ltd. at Jamshedpur for laying a HT Cable on behalf of the TATA IRON & STEEL COMPANY LTD. The following were the duties and responsibilities assigned to me.

1. Maintenance of all the accounts works upto finalization in a computerized environment. The package used was Tally 6.3
2. Responsibility for preparation of Bank reconciliation statements. Financial analysis, Cost Break ups and Analysis statements to meet the management decision making requirements.
3. Preparation of periodic MIS Statements including the cash and the Fund flow Statements
4. Preparation of the R.A. Bills and also follow up for collection of the same.
5. Liaisoning with the auditors and other Govt. departments .

**SEPTEMBER 1989 – JANUARY 1997**

**BISWAS DASGUPTA DUTTA & ROY, KOLKATA, INDIA**

Worked with Biswas Dasgupta Dutta & Roy, Kolkata as an Audit Assistant for nearly 7 years during the seven years I have been a part of the team who had been engaged in conducting the Statutory, Concurrent, Revenue and inspection audit of several public sector banks and scheduled bank namely State Bank of India, Allahabad Bank, Andhra bank, Bank of Baroda, Indian Overseas Bank, Indian Bank, Dena Bank etc. The following were the duties and responsibilities assigned to me:

1. Assisting in conducting the Audit of the Public sector Banks, other Financial Institutions and Companies.
2. Assisting in finalizing the accounts and also the audit of the non profit making non trading concerns charitable trust etc.
3. Assisting in preparation of the project reports for project financing from banks and other financial institutions.
4. Assisting in preparation of the reports for the audits conducted and ensuring that the reports are completed in time and they are delivered to the concerned authorities on time.

**PERSONAL DETAILS:**

<b>Name of Father</b>	<b>: Mr.R.N.Sengupta</b>
<b>Date of Birth</b>	<b>: 01.04.1968</b>
<b>Permanent Address</b>	<b>: C/o R.N.Sengupta P.O : Sarenga Dist : Bankura State : West Bengal INDIA</b>
<b>Martial Status</b>	<b>: Married</b>
<b>Mobile No</b>	<b>: 9706663177</b>