

ANSU SHAW

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Targeting senior level assignments in the organization

KEY SKILLS

Accounting
Reconciliations
Accounting & Financial
Operations
Fund Management
Credit Control
Receivables & Payables
Management
Vendor/Commercial
Operations
MIS Reporting

PROFILE SUMMARY

- A competent professional with **over 21+ years of experience in Accounting and Finance** performed financial calculations and have control of branch accounting activities.
- Advanced knowledge of spreadsheet and **accounting programs such as Tally, Oracle**; proven record of expertise in statutory deductions & customer related refunds within TAT (**TDS, excess collection, EMI & insurance claim refund**)
- Experience in managing **General Accounting, Payables & Receivables Management, Account Reconciliations** with key focus on maintaining consistency and quality in accounting information
- Gained exposure in liaising with banks for day-to-day cash requirements as well as **collections & remittances**
- Created financial reports and supported all areas of responsibility; reconciled the accounts receivable ledger; vendor accounts & balance confirmation; knowledge of using Excel Advanced

WORK EXPERIENCE

Since March 2008, with Magma Fincorp Limited, Kolkata as Business Accounting Executive

Key Result Areas:

- Maintaining BAG related entries within TAT (Termination, Cancellation & Rectification of party a/c etc.)
- & Customer related refunds within TAT (TDS, EMI, excess collection & insurance claim refund)
- Tracking payment receivables from customers, reconciling monthly accounts receivable/outstanding and resolving account related customer queries
- Investigate customer queries / complaints and ensure that they are dealt with to the customers satisfaction
- Providing support to Business which will add value to the business objectives and monitoring the activities of Sales Support Department
- Reviewing & approving journal entries and ensuring their accurate posting in general ledger; assisting branches on various account related matters
- Updating Vendor details; processing vendor bills, verifying supporting documents and releasing payment
- Managing accounts payable, payments as per vendor agreements and credit period to suppliers; conducting month-end and year-end closure processes
- Monitoring Areas of Revenue Leakages, Frauds & Cost Reduction; confirming adherence to internal control procedures, establishing and maintaining accounting standards and procedures.
- Supervising accuracy of Accounting, Systems Approval, Preparation of MIS report, other reports to be generated as required
- Maintained West Zone - consist of branches – in EAG related (2008-2010)
- Preparing Monthly Expenses Reimbursement,

- Preparing schedules as per Balance Sheet
- Well conversant pivot (x-cel) table.
- Prepared schedules related to RENT, TELEPHONE & ELECTRICITY of all branches

Nov'2006- March'2008 with United Engineering (Eastern) Corporation, Kolkata as Accounts Manager
Key Result Areas:

- Maintaining Daily Cash/Bank Book, Purchase / Sales register, Monthly Stock Statement (presenting into Bank), Preparing Creditors & Debtors Report & Trial Balance.
- Bank Projects & all Banking Transactions (INCLUDING PCL/TERM LOAN / EEFC A/C)
- Working in **Tally 5.4 Ver., 6.3 (Gold version) , Tally 9.**
- Preparing **Monthly Stock Statement.**
- Preparing quarterly **QIS Report.**
- Looking After the **Finance & Accounts Department.**
- Dealing with Suppliers & Shipping Agents Directly.
- Handling VAT, TDS & FBT matter
- Inspected Staff Reimbursement Vouchers (Mobile, Conveyance and Travelling)

Feb'2005-Oct 2006 with Screen zone India Pvt. Ltd., Silvassa as Sr. Accounts Officer
Key Result Areas:

- **Export Documentation** (MS – WORD, EXCEL)
- Scrutinizing Documents (BILLS & INVOICES)
- Dealing with Buyer's & Supplier's (OVER PHONE / E-MAILS)
- Maintaining Daily Purchase & Sales Register (TALLY 5.4, & 6.3)
- Preparing Daily Stock Statement (REPORT)
- Preparing Weekly Salesman Report.
- Payment of Monthly fixed commitments like rent, utility bills, telephone bills etc. well within the due date

June' 2000-Nov, 2004 with BALCOS EXPORTS PVT. LTD, Kolkata as Accounts Officer & Promoted in July, 2002 as Asst.Accounts Manager
Key Result Areas:

- Worked as an accountant - maintaining Daily Cash/Bank Book, Purchase / Sales register, Monthly Stock Statement (presenting into Bank), Prepared Craftsmen Report & Trial Balance.
- Direct dealing with international buyers & Suppliers. (E-MAILS & PHONE)
- **Export documentation. (MS – WORD, EXCEL)**
- Bank Projects & all Banking Transactions.
- Working in **Tally 5.4 Ver., 6.3 (Gold version) & ACE 5**
- Having knowledge of **printing Barcodes.**
- Having Knowledge of **Photoshop & Scanning.**
- Dealing with **Shipping agents & Clearing agents.** (Including the payments)
- *Dealing with buyer's Correspondence.*
- *Looking after the Finance & Accounts Department with Export Documentation*
- *Dealing with the Suppliers balancing the C.P. & S.P.*
- *Fair Preparation Work*
- *Quality Checking & Preparing Photo CD's Of Products.*

ACADEMIC DETAILS

- B.Com. from CALCUTTA UNIVERSITY
- 12th from Central Model School, Kalyani
- Background convent educated

IT SKILLS

- Office Suite: Office 2010 (Word, Excel)
- FA Packages: Oracle R12, Tally ERP 9, Fact (16.01) and Ace (8.1)

PERSONAL DETAILS

Date of Birth: 02nd October 1977

Languages Known: English, Hindi & Bengali

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