

CURRICULUM VITAE

SUMAN DEY

Permanent Address: 7, Bidhan Park, Joyrampur Jala Road, Behala,
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Present Address : Venkatesh Graffiti Society, RS-1002, Keshavnagar
Mundhwa, P.S.- Mundhwa, Pune- 411036, Maharashtra
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Career Objective:

To grow with a dynamic portfolio which can provide me exposure in the competitive world.

Educational Qualification

YEAR	EXAM PASSED	BOARD/ UNIVERSITY	INSTITUTIONS	PERCENTAGE
1993	B.COM HONS	UNIVERSITY OF CALCUTTA	VIVEKANANDA COLLEGE	56%
1990	HIGHER SECONDARY	WBCHSE	VIVEKANANDA COLLEGE	50.10%
1988	MADHYAMIK	WBBSE	BEHALA ARYA VIDYA MANDIR	60.44%

Professional Qualification

- Diploma in Computer (DOS, WINDOWS, MS OFFICE, FOXPRO & INTERNET) from Institute of Computer Engineers.
- Completed a course of financial accounting (**TALLY 5.4 & 6.3**) from The Institute of Computer Accountants (ICA).

Professional Experience

Since Mar'07

Poonawalla Fincorp Ltd

Fin&Acts-Assistant Manager

Job Profile:

- 1) Reconciliation of different bank with account rectification.
- 2) Preparation of bank transaction MIS and to ensure update of BRS.
- 3) Preparation of GST entry on Bank charges and reconcile with bank.
- 4) Portfolio management and maintenance under Treasury SECURITISATION: Preparation of Receipts and Payments accounts for Remittance with different banks and mutual funds
- 5) Preparing MIS Reports regarding remittance & bringing different MIS reports under Compliance standard
- 6) Liaising with different banks regarding bank guarantee & multiple external auditors regarding certification related to various MIS reports sent to the banks

Mar'06 to Mar'07

Shrachi Infrastructure Fin.

Accounts Executive

Job Profile:

- 1) Maintenance of portfolio under SECURITISATION: Pool Creation, Buyback & Remittance etc.
- 2) Liaising with bank, External Auditors for due diligence of portfolio.
- 3) Visiting customers for the purpose of periodic audit with bank officials.
- 4) INTERNAL AUDIT of Branches for East Zone and respective compliance.
- 5) Assisting in compliance of Internal Audit of H.O.

Feb'01 to Feb'06

**Centex (India) Engineers (P) Accountant
Ltd (Bridge Construction Co.)**

Job Profile:

- 1) Handling Branch accounts and all accounting functions including day-to-day banking, Cash Book, Invoicing.
- 2) Preparation & finalization of accounts through Tally5.4.
- 3) Reconciliation of various accounts such as cash credit accounts, supplier accounts, bank accounts.
- 4) Preparation of quarterly WIP Statement, Monthly Stock statement, Cash Budget & Progress Report for Bank.
- 5) Deduction of TDS on Sub-contractor.

Since January'97 – April 01

**Chowdhury & Co (Land &
Road Developer Co.)**

**Accountant/ Part time
Accountant**

Job Profile:

- 1) Preparation & finalization of accounts.
- 2) Preparation & finalization of accounts through Tally5.4.

Other information

Date of birth	October 30, 1972
Father's name	Sri Sunil Kumar Dey
Marital status	Married
Spouse name	Sambrita Dey(9874677267)
Child/ Children	1 boy – Sreyanshu Dey(13 yrs)
Languages known	English, Hindi, Bengali

Dated: November 2022