**Sudip Mukherjee**

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**B.COM (Finance)** with **over 25 years** of varied Industry experience in FP&A, Budgeting, Forecasting, Controlling, Financial Analysis, Trend Analysis and Management, KPI & Financial Reporting, Internal Finance department handling and Credit Analysis with experience in leading teams, training and guiding team members and enabling knowledge sharing among the team and possessing excellent interpersonal skills in building and managing relationships with clients.

Core Competencies

***FP&A/Reports/MIS/Client Support/Variance Analysis/Reconciliation***

* High level **management reporting** and **financial reporting**.
* Financial **budgeting**, **forecasting** and **variance analysis**.
* Financial performance review with analytics.
* Analytical decision support and **trend analysis**.
* Project Management operations including **Client billing**, expense auditing, Cost and Revenue Forecasting and Recognition.
* **Reconciliation** of the various accounts.

Career Contour

**01.08.2013 to Present Reliance Jio Infocomm Ltd, Kolkata**

**Key Deliverables:**

* Bill processing and Payment in SAP & different type of MIS.
* Doing follow up for proper documentation with vendors to submit them to legal department.
* Doing regular follow up & cooperating with the legal department for registration.
* Creation of vendor code in SAP
* Required updation in SAP for making NEFT/RTGS
* Dealing with vendor regarding submission of vendor’s bills.
* Project Bill checking & processing in system(SAP)
* Preparation of different type of MIS regarding project billing.

**Team Handling Responsibilities Taken:**

* Handing & managing with around 35 nos of Team Leaders regarding their issues related to SITES to release monthly rent in due times.
* Sharing & informing management views & decision with the TEAM LEADERS.
* Solving their day to day problems with the help of my seniors.
* Tracking and appraising the operational performance of the team.
* Monthly one on one discussion and EOT (employee occupancy tracker) review with each team member
* Implemented Time & Motion study tool for the process. This indicates the occupancy rate of an employee.

**01.10.2010 to 31.07.2013 TATA TELE SERVICES LTD-Kolkata**

**Key Deliverables:**

1. General Ledger scrutiny on daily basic and pass G/L & cost centre rectification entry as required.
2. Cost center wise report at the end of month.
3. Audit Schedule as per SAP at the end of month.
4. Cost tracker as per SAP on monthly basis.
5. Different type of MIS

**01.05.2001 to 30.09.2010 SHIVANG** **TREXIM LTD-Kolkata**

1. Preparation of List of Sundry Debtors for more than 90 days & less than 90 days.
2. Preparation of list of Sundry Creditors
3. Preparation of stock statement (moveable & immovable wise)
4. Preparation of drawing power for CC limit at the end of every month
5. Dealing with Bank Auditor for their query when required

**22.06.1992 to 30.04.2001 FRANK ROSS LTD** UNDER **EMAMI - Kolkata**

1. Fund Management for payment of Opex expenses.
2. Bank Reconciliation at the end of every month.
3. Monthly Branch wise P/L at the end of every month.
4. Product wise profitability statement. (Monthly/quarterly/yearly)
5. A/c reconciliation of stockiest for their full & final settlement.

Computer Skills

SAP, Tally, Financial Accounting (from CMC**)** & Basic computer.

Academic & Professional Credentials

* **B.Com**  from Calcutta University, 1990-1992
* 12th from Rishra Bidhan College, Hooghly, W.B.C.H.S.E Board, 1989
* 10th from Konnagar High School, Hooghly, W.B.B.S.E Board, 1987

Personal Dossier

Father’s name Late Rama Nath Mukherjee

Date of Birth 07th January, 1970

Language Known Hindi, Bengali & English.

Religion Hindu

Marital Status Married

Last Drawn CTC 3.48 Lac

Date: Signature: