

**DILLIP KUMAR LENKA**  
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A senior finance and accounting professional expertise in **Accounting Operations, Taxation, financial management, Treasury and Financial planning and analysis (FP&A)** over the period of 18 years, with strong knowledge of GAAP, Financial Reporting and Analysis. Able to develop and execute strategy, design and lead change, partner across organizations and motivate work teams efficiently and effectively.

**Location Preference:** Bhubaneswar

## Profile Summary

- **Leading Finance and Accounting functions** for a multinational business unit, including statutory compliance, taxation, MIS, Cash flow, audit & finalisation of books of accounts
- Streamlined **Finance and Accounting Processes, Statutory Compliance matters, Vendor Management process, Payroll process, Travel & Leaving Policy, Overseas Travel Expense Invoice as well as Travel F&F Settlement**
- Skills in managing F&A operations such as preparing schedules for **Monthly, Quarterly and Annual closure**, Balance sheet and P&L review, compliance reporting, FA capitalisation, support for Statutory Audit, Tax Audit and so on
- Successfully **planned, designed & implemented new version of Expense management system** for DQS India employees and associates at Pan India Level
- **Developed & implemented Standard Operating Procedures** to ensure transactions are processed in compliance with company policies and procedure as well as local regulatory
- **Expertise in Import Export, DGFT, rebate claim etc**
- **Managed Team** including defining KPI's, reporting process, performance-based annual bonus, performance management process, salary reviews, job analysis & evaluation, incentive plans (long / short-term), and R&R

## Core Competencies

*F&A Operations / Administration  
Employee Reimbursements  
MIS Reporting / Documentation  
Banking / Credit Card*

*Accounts Payable / Receivable  
Statutory Compliance / Taxation  
Invoicing / Billing  
Export / Import*

*Budget / Forecast  
Intercompany Reconciliation  
Team Management  
Vendor Management*

## Organizational Experience

**Jan'14-till date with Deutsch Quality Systems (India) Private Limited, Bangalore as Senior Manager - Finance**

### Key Result Areas:

Responsible for end to end accounting, taxation, compliance, MIS and finalisation of periodic books of accounts

- Finalization of Books of Accounts includes
  - Preparation of Monthly, Quarterly and Yearly Balance Sheet, P&L and Notes to Accounts
  - Preparing schedules, journals and compliance reporting
  - Independently plan & manage all statutory, tax, internal and corporate audits
  - Ensure continuous improvement of the process through audits and feedbacks
- Taxation and Statutory compliances include
  - GST, Service Tax, Income Tax, Advance Tax, TDS, DDT, PT, PF, LWF, RBI, NSSO, MSME, ROC, MCA
  - Periodic review, reconciliation and documentation to ensure full compliance to Direct Taxes, Indirect Taxes, Transfer Pricing study and other regulatory requirements
  - Initiate online transfers of tax & statutory payment
  - Ensure all return filling done as per the due date
  - Replying and attending to tax authorities notices along with tax consultants
- Managing export and import compliance, DGFT related compliance, rebate claim, EOU
- Representing as single point of contact for all intercompany reconciliation
- MIS, Budget and forecast includes
  - Preparation and roll-out of forecast to the corporate with proper analysis of submission by business heads.
  - Responsible for periodical MIS such as budget vs actual, Variance Analysis, aging, DSO, Invoice TAT, Overhead report, employee travel report, Gross Margin Report & schedule of accounts
  - Preparation of daily cash flow and monthly working capital forecast report

- Capex booking, payments, setoff, Advances booking, creation & maintenance of FAR, depreciation, impairment, Asset disposal & accounting, employee recovery for capex loss, tracking budget vs actual
- Managing Employee payroll, retirement benefits, and compliance
- Accounts Payable and Accounts Receivable operations include
  - All internal controls and processes are applied while processing for customer invoicing, employee reimbursements, vendor invoice, intercompany invoices and overseas vendors
  - Queries are answered within agreed SLA with adherence to all quality parameters and timely manner
  - Provide end to end support to employees, vendors, customers by getting end to end view of the AP process cycle and work closely to bridge the gap in overall process
  - Initiate online transfers of all payments, expenses reimbursements, payroll payments
  - Necessary customer and vendor reconciliation and review of GL on regular basis
  - Monitoring foreign currency advance to employees
- Identifies and analyses operations risks related to current and potential business and recommends procedural changes and controls
- Team Management
  - Ensure proper process documentation, building a knowledge base and segregation of responsibilities
  - Conducts periodic performance KPI reviews, training, development, motivating staff
  - Participates in the hiring, salary, promotional and termination recommendation process
  - Act as back up for subordinates and manager as and when required
  - Keeps abreast of regulatory compliance and developments for the assigned area and appraises staff as necessary
- Ensure process controls are met consistently
- Building and maintaining relationships with key internal clients
- Managing employee and organisation insurance GMC, GTL, GPA, PI, D&O etc
- Lead the ERP implementation process and training
- Liaison and Supervision of banking relations with public and private sector banks for business requirements
- Liaison and primary interface for all Govt. Department audit, Notices etc.
- Manages the day-to-day activities and controls to ensure consistency of policies adherence to procedures and timely resolution of issues.
- Proposes and works to implement workflow changes and supporting technical solutions leading to improved productivity and profitability.
- Participation in team collaboration and communication sessions

#### Highlights:

- Played a major role in streamlining:
  - **Finance and Accounting Process** from the FY 2014 onwards
  - **Maintain full compliance to Direct Taxes, Indirect Taxes and other regulatory requirements**
  - **Business processes simplification & improvements**
  - **Foreign travel expense invoice as well as travel F&F settlement** in travel management system
- **Conceptualized, developed & implemented multiple Standard Operating Process** in FY 2015
- **Independently implemented GST and accounting tools like Oracle NetSuit, Zoho Books**

#### Achievements:

- Was awarded “Best Support Award” for outstanding performance and contribution towards streamlining of accounting process, finance process
- Won 1st prize of the Quiz contest as a part of the Holistic Financial Wellness Workshop conducted by Life & Money
- Was awarded “Best Support Award” for excellent performance and contribution of Treasury Management
- Was awarded Letter of Appreciation for the seamless takeover and execution towards cost savings and additional earnings on forex transactions
- Was awarded “Best Support Award” for excellent contribution and performance – GST Rollout and Implementation
- Was awarded “Best Support Award” for excellent contribution and performance – Statutory Compliance

## Previous Experience

### **Jun'13-Jan'14 with Value Designbuild Pvt. Ltd., Bangalore as Executive - Finance & Accounts**

#### **Key Result Areas:**

- Finalisation of annual accounts, reconciliation and drawing up accounts schedules
- Provide information, documents and reconciliations for Tax Audit and Returns
- Support queries, statements, schedules for Income Tax assessments
- Preparation monthly Service Tax liability statement with CENVAT & Reverse Charge calculation
- Maintain VAT and Sales Register, Issue Tax concession and goods movement forms
- Prepare Monthly, Quarterly VAT returns and VAT Audit Statements
- Independently handle banking transactions and maintain relationship with banks
- Looking after construction finance and Other Activities as and when required

### **Jun'06-May'13 with Batha Advertising Associate, Bangalore as Accounts Manager**

#### **Key Result Areas:**

- Compilation of Accounts up to finalization
- Sales invoicing & Debtors follow ups and Creditors control
- Bank Guarantees & CC limits for the company.
- Preparation and presentation of MIS reports, working capital forecast and monthly accrual statement.
- Remittance and returns of Income Tax, Advance Tax, TDS, ST and PT
- Co-ordinating with Insurance companies for matters relating to employees' medical insurance

### **Feb'05-Dec'05 with Maa Danteswari Hi-Tech Organic Herbal Farms, Bhubaneswar as Cashier**

### **Feb'03-Jan'05 with Saurav Industries, Bhubaneswar as Cashier**

- Handled all the cash transaction of the organisation

## Education

- B.Com. (Accountancy) from Kendrapara College, Utkal University in 2001

## Technical Skills

- Packages: HTML& Internet Utilities, MS Office (Word, Excel & PowerPoint), and Advance Excel
- ERP: Zoho Books, Tally ERP 9, iModule, Oracle 11i Financial Functional, Oracle **NetSuite**, **SAP FI-CO Power User**, LucaNet
- Analytics: Zoho Analytics

## Training and Certification

- Advanced Certification Program on Goods and Service Tax from Achromic Point Academy and BDO
- Training Program on Building Positive Work Culture in Organisation from AIMO
- Master Class on Cross-Border Transactions: FEMA, International Taxation & Transfer Pricing
- Skills for Export & Import Management, a joint initiative by Directorate General of Foreign Trade (DGFT) and Indian Institute of Foreign Trade (IIFT)

## Personal Details

- Year of Birth – 1981
- Marital Status – Married
- Languages known – Odia, Hindi, English
- Nationality – Indian