

# **CURRICULAM VITAE**

CA SUJIT KUMAR DASH  
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## **PROFILE SNAPSHOT -**

Finance & Accounts professional with around 8 years of experience

## **OBJECTIVES**

My objective as an accounting and Finance professional is to explore the dynamic aspects of challenges that are faced by organizations and Provide analytical solutions using the best available resources by reshaping my knowledge with integrated skills as well as determined to continually exceed expectations with extracting financial data from various reporting systems and suggesting key operational changes.

My ambition and goal is to meet the needs of employer through technical excellence and innovative solutions. I am convince and desired to meet assignment relating to position assigned. I am striving hard to meet new challenges in my desire dream career in any place of work to gain knowledge and experience which will be used towards the successful of the Organisations. I will uphold high standards and do my best to be a productive employee and willing to take on added responsibilities to achieve desired results.

## **EDUCATION**

Course	Institute	YEAR OF PASSOUT
Chartered Accountancy	Inst. Of Chartered Accountants Of India	May, 2012
Bachelors Of Law	Berhampur University, India	March, 2018
Cost & Management Accountancy	Inst. Of Cost Accountants Of India	Pursuing Final 2 <sup>nd</sup> Group Cleared
Secretarial Practice	Inst. Of Company Secretaries Of India	Pursuing Exec. Program – Cleared
Bachelors Of Commerce	Berhampur University, India	March, 2007

## **HOBBIES AND PASSION**

- Stock Market Analysis
- Travelling to various Places
- Listening and reading Current Affairs
- Learning Languages and socialism
- Playing Indoor and Outdoor games
- Always learning attitude

**EMPLOYMENT HISTORY**

Company	Deputations & Work Exposures
<p><b>KILITCH DRUGS (INDIA) LIMITED</b> - Pharmaceutical Manufacturing Entity</p> <p><b>Listed Entity - (BSE and NSE)</b> <b>16<sup>th</sup> Mar 2018 to 28<sup>th</sup> Feb 2021</b></p>	<p><b><u>Positions Held:</u></b> Chief Financial Officer – 12<sup>th</sup> February 2019 to 28<sup>th</sup> Feb 2021 Manager Accounts – 16<sup>th</sup> March 2018 to 11<sup>th</sup> February 2019</p> <p><b><u>Work Exposure:</u></b></p> <ol style="list-style-type: none"><li><b><u>1. Reporting of Financials</u></b><ul style="list-style-type: none"><li>• Preparation of MIS along with variance analysis.</li><li>• Preparation of Financial Statements – as per IND AS &amp; SEBI requirements (Quarterly/Half yearly/Annually)</li></ul></li><li><b><u>2. Treasury and Other Banking Operations</u></b><ul style="list-style-type: none"><li>• Raising Funds through EPC/PCFC channels</li><li>• Fund Management with exposure of Rs. 25 Crores</li><li>• Cash Flow and Fund Flow Management</li></ul></li><li><b><u>3. Taxation</u></b><ul style="list-style-type: none"><li>• Direct Taxation and its planning including filling of various Returns</li><li>• Indirect Taxation (GST) Filling of various Returns along with Reconciliation for 6 Entities</li><li>• Attended Assessment Proceedings – Income Tax and Sales Tax</li></ul></li><li><b><u>4. Statutory Compliances</u></b><ul style="list-style-type: none"><li>• Complying with Companies Act, Labour Laws and Other Statutory Compliances</li><li>• RBI/FEMA Compliances along with Annual Reporting including Compliances towards Forex Remittances including the Preparation of 15CA and 15CB</li><li>• Conducting Corporate Social Responsibility – Planning &amp; Execution as per the requirement of Companies Act.</li></ul></li><li><b><u>5. Strategic Planning and Risk Management</u></b><ul style="list-style-type: none"><li>• SOP Preparations.</li><li>• Risk Management (Forex with various hedging tools)</li><li>• Export Planning and Management along with Documentation pertaining to LC/BG.</li><li>• Accounts Receivables</li><li>• Accounts Payables</li></ul></li><li><b><u>6. Human Resources</u></b><ul style="list-style-type: none"><li>• Human Resources management of 300 Personnel</li></ul></li></ol> <p><b>Reporting to Board Of Directors.</b> <b>Reporting authority for 9 Personnel.</b></p>

**SIVA GROUP (INDIA)**

**1<sup>st</sup> March 2013 to 5<sup>th</sup> January 2018**

**SIVA BUSINESS MANAGEMENT SERVICES PRIVATE LIMITED**  
Shipping Division - Dry Bulk Cargo – UK & Dubai Based Entity

**Positions Held:**

Asst. Manager (F&A) – 2<sup>nd</sup> May 2017 to 5<sup>th</sup> January 2018

**SIVA BUSINESS MANAGEMENT SERVICES PRIVATE LIMITED**  
Agriculture Division (Chennai)

**Positions Held:**

Project Manager – 1<sup>st</sup> January 2016 to 5<sup>th</sup> January 2018

**GEOFFPALM LIMITED** – Malaysia ( Agriculture – Palm Oil)  
**Deputation**

- African Continent – Sierra Leone
- Asian Continent - Indonesia

**Positions Held:**

- Project Manager – 2<sup>nd</sup> May 2015 to 31<sup>st</sup> December 2015.
- Assistant Manager–Finance and Administration, 1<sup>st</sup> March 2013 to 30<sup>th</sup> April 2015

**Work Exposure:**

- MIS – Daily/Weekly/Monthly along with variance analysis.
- Preparation of Financial Statements both Indian and Offshore Entities
- Cash Flow Statements – Projections
- Risk Management – Analysis and Through Financial Instruments.
- Budgeting and Forecasting - Projected CFS
- Business Valuation of Palm Oil companies.
- Due Diligence Reports for Fund raising – Short term loans/Cash credits
- Indian Statutory Compliances – TDS/Service Tax/GST.
- Exposure to Software – Tally, SAP and IMOS.
- Payroll Management - 300+ staffs and workers
- Operational & Logistics Management
- Developed CSR Programs

Reporting to MD/CEO, CFO and Board Of Directors.

Reporting authority for a team of 15 professionals across the Globe.

**AUDIT APPRENTICE - C.S.HARIHARAN & CO., Chennai-India (July 2007 to December 2010)**

**Work Exposure:**

- Undertaken statutory/Internal audit of Companies and Various entities along with finalization of books of accounts along with Preparation of Annual Report
- Reviewing the statutory compliances (Companies Law, Direct & Indirect Tax, Provident Fund)
- Training Sub-ordinates as well as Mentoring and supervising the new joiners.
- Reporting to Managing Partner and reporting authority for 3 articles assistants.

### **PERSONAL PROFILE**

**Name** : Sujit Kumar Dash  
**Father's Name** : Siba Prasad Dash  
**Date of birth** : 15<sup>th</sup> May 1987  
**Gender** : Male  
**Marital Status** : Married  
**Nationality** : Indian  
**Languages Known** : English, Hindi, Tamil and Oriya  
**Permanent Address** : AT/PO – Buguda, DIST – Ganjam, STATE- Odisha (India)

### **DECLARATION**

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place : Mumbai  
Date : 17/03/2021

**SUJIT KUMAR DASH**