

## **RAJA MAZUMDAR**

Bilaspur, Chhattisgarh

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Contact No: +91 9831819052



### **CAREER ASPIRATION**

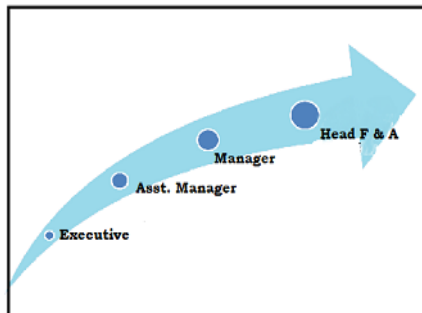
Seeking challenging and managerial assignments in Training and Transitions F&A Operations/New Business Transition /Client Management / People Management/Customer Service in Process Industry.

### **PROFESSIONAL PROFILE**



- **Around 11+ years** experience in Finance & Accounts Operations Management.
- In depth knowledge of day to day operations in business operations with rich experience in handling operations, training and transition.
- Lead new transitions in Finance & Accounting from training and operation stand point. The role involves analyzing the process readiness, process in scope, skill set, technology readiness, Hiring readiness, documentation (SOP & Training collateral).
- Possess excellent interpersonal, communication and organizational skills with proven abilities in analytics, training & development, customer relationship management and planning.
- Excellent skills in using the Microsoft Office products, especially with Excel and PowerPoint.

### **CAREER CONTOUR**



**Feb 2019 - Present Rashi Steel & Power Ltd.**

**[Role Handled: MANAGER -Taxation/Accounts till date]**

- GST Annual Return Working.
- GST Monthly Return Filing & Working.
- Reconciliation between GSTR-1, GSTR-3B and Books of Account.
- Reconciliation between ECL as per portal vs ITC balance as per books of account.
- GST Refund Filing & Compliances.
- GST correspondences with tax authorities.
- TDS/TCS working and return filing.
- I.T. scrutiny Assessment.
- Contractors Bill checking & Processing.
- Preparation of monthly Form IV & RG-1.
- Other works given by Management.

**Aug 2015 - Jan 2019 Grand Motors**

**[Role Handled: HEAD -F&A Operations]**

- Handling F&A Operations - Accounts Payable & Receivable.
- Principal Account Monitoring & Checking, Scheme pass-on checking.

- Consistently interact with Heads in understanding their operational challenges and also Liaise with other business units within the organization to resolve the issues.
- Preparation of Trading, P&L and Balance Sheet.
- Computation & Preparation of GST Return & File
- Outstanding Analysis & Control.
- Quarterly Stock Report to Bankers & Analyzing for Working Capital.
- Monthly Preparation of Revenue Report.
- Preparation of Monthly Salary Sheet.
- Negotiating the terms of business deals and moves with clients and associated organizations.
- Other works given by Management.

**Jan 2013 - Aug 2015 Mangalam Timber Products Ltd., Kolkata  
(2.8 years)**

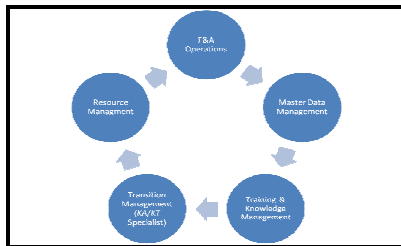
**[Role Handled: Asst. Manager Accounts]**

- Stock Analysis & Monitoring.
- Cost & Variance Analysis.
- Outstanding Analysis & Control.
- Product Requirement Assessment & Launching.
- Preparation of Monthly Production Planning.
- Preparing Debtors Ageing, Issuing Credit/Debit Notes, Dealers SD Interest Calculation, Bad Debt provisioning etc.
- Preparation of Product Costing, Realization & Consumption Variance Reports.
- Processing and checking of Contractors Payment.
- Preparing Several MIS Reports (i.e.) Production, Dispatch & Stock Report.
- Reconciliation of Accounts Receivable & Accounts Payable.

**June 2008 - Dec 2012 SPS Steel & Power Ltd./Bakefresh Biscuits Pvt. Ltd., Kolkata (4.6 years)**

- Daily Cash & Bank Entries.
- Reconciliation of Accounts Receivable & Accounts Payable.
- Bank Reconciliation (BRS).
- Calculation of Power Export Bill.
- TDS Working Salaried & Non-Salaried.
- Branch Accounting.
- Preparation of Various MIS Reports.
- Preparation of Product Costing, Realization & Consumption Variance Reports.
- Processing and checking of Contractors/Labour Payment.

## **DOMAIN KNOWLEDGE**



## **APPLICATIONS USED**



- Finance & Accounts (Accounts Payables, Disbursement, Reconciliations, Travel & Expenses, Bank Accounting, Fixed Assets).
  - Order Management - Return Order Management.
  - Master Data Management - Vendor & Pricing Management.
  - Training and knowledge Management.
  - Transition Management.
  - MIS Reporting Real Time Scheduling and Management.
  - Resource Management workflow.
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- Microsoft Excel, Word, PowerPoint.
  - Up skilled in SAP 4.7 & 6.0 version Finance & SD Module (Reconciliation, Procurement- Vendor Management & Pricing).
  - SAP B1
  - Tally ERP 7.2 & 9.1.
  - Navision.
  - ERP Matrix-Light House.

## **SCHOLASTICS**

Course	Board/University	Year of Passing
MBA (Finance)	University of Mysore	June 2008
M. Com	GuruGhasidas University	June 2006
B. Com	GuruGhasidas University	June 2004
Higher Secondary	State Board	April 2001
X <sup>th</sup>	CBSE	April 1999

## **PERSONAL DOSSIER**

- Address : Bilaspur, Chhattisgarh
- E-Mail : [rajamazum999@gmail.com](mailto:rajamazum999@gmail.com)
- Contact Number : 9831819052 / 7999042772
- Blood Group : A+

## **DECLARATION**

I, RAJA MAZUMDAR do hereby confirm that the information given above this is true to the best of my knowledge.

(Raja Mazumdar)