# Biswajit Senapati

Mobile No.: 8374899593

E-mail: [*senapati.biswajit@gmail.com*](mailto:senapati.biswajit@gmail.com)

**Executive Summary**

1. Proficient Finance and Accounting personal over 14 years of experience into Accounts Payable/Receivable and General Ledger.
2. Working in SAP-FI, as a core team member. Sustaining a SAP environment with in the organization and worked for various projects for rollout and implementation of SAP.
3. Guiding to “GENPACT” on processing of MIRO, related to PO and Non-PO, also with troubleshooting on various accounts related matter.
4. **Currently working with Pfizer (earlier known as Hospira Health Care India Pvt Ltd. Vizag) as Senior Executive. (February 2013 till date)**

**Working Skills**

**Spending Analysis & Others**

1. Spend Analysis Vs Plan Vs Forecast for GL Code level and Spend group level.
2. Coordination with various work streams for computing month end accruals computations,
3. Report generation, analysis and monitoring on spending line items for WD-3 report.
4. Commentary and reasoning for variances on spending on actual vs. budgeted on sequential basis.
5. Budget forecasting analysis with regard to monthly/annual spending.
6. Cost control measures & Head Count Analysis.
7. Month GL Scrutiny and Co-ordinate with H.O for Trial Balance review of Accounts.
8. Prepare & provide ageing analysis of Sundry Creditor & sending for management review.
9. Providing & clearing GR/IR on monthly basis & sending status report for management control on vendors.
10. Reconciliation and preparation of freight clearing account.
11. Work in various area of Finance such as prepare TDS report on monthly basic & prepare the quarterly TDS return & sent to consultant for TDS return.

**Inventory Reporting**

1. Providing aging analysis of inventory to upper management for taking necessary action on inventory holdings.
2. Preparation Inventory Cycle-Count, Physical Inventory Monitoring and report generation.

**Planning, Forecasting & Analysis**

1. Cost Center Analysis Vs Plan Vs Forecast CC group level.
2. Balance Sheet Analysis including beginning of the financial year including Ratio analysis.
3. Utilities and Maintenance cost analysis forecast for Daily /Weekly/Monthly
4. Active participation as a Key member for preparation of Annual and Operation Plan, Annual Capital and Operating Planning.
5. Commentary preparation and analysis on monthly basis for Upper management review.
6. Interdepartmental Co-ordination with Manufacturing, Warehouse and Procurement, Accounts & Corporate Teams.

**SAP Expertise**

1. Review and Maintenance of Master data- General Ledger, Vendor.
2. Creation and updation of Purchase Orders- domestic as import material.
3. Creation and updation of WHT Challans in SAP.

***Achievements and Trainings***:

* *Awarded in Hospira for successful completion of Internal Audit with zero observations.*
* *Completed Certification for GST (Pfizer India).*

**Educational Skills**

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| **Degree** | **Specialization** | **University** |
| Master of Business Administration – MBA | Marketing/ Finance | TASMAC University (Pune) |
| Master of Commerce – M.COM | Finance | Utkal University (Odisha) |
| Bachelor of Commerce (Hons) – B.COM | Finance | Utkal University (Odisha) |

**Professional Backgrounds**

1. **Madhusudan Auto Ltd. Gurgaon** (Dec 2010 to Feb 2013)

**Profile – Accountant** (Reporting to Manager Accounts)

**Key Responsibility Area - Accounts Payable, Sales Tax and TDS**

* Creating vendor master in SAP.
* Maintaining excise details of vendor.
* Passing of Purchase and Service Bills of vendor bill through **MIRO** as per purchase order.
* **MIGO** and **MIRO** of Imports and CHA bills.
* Vendor reconciliation on monthly basis.
* Deduction of TDS on various bills related to service.
* Ensuring overdue as per payment terms at the time of payment.
* Computation of TDS on salaries and other than salaries.
* Issuing sale tax form such as C-forms, VAT C-4 and VAT D-1 to vendors
* Issuing & Maintaining ST-38 & C-form registers
* Passing all types of JV’s related to vendor and GL.
* Verify Traveling Bill & Imprest Bill.

**WCT, TDS & Sales Tax**

* Calculation of WCT amount on Bills/Advance payments.
* Calculation of VAT and CST payable monthly.
* Payment of WCT on or before due date of next month.
* Issue of certificate for WCT work.
* Deposit of TDS on monthly basis.
* Preparation of Quarterly T D S Return & Form -16 ,16A, 16AA
* Preparation of Quarterly Sales Tax Return & Timely Deposit of Vat..
* Preparing Debtors & Creditor Outstanding Report on Weekly basic for Management.

1. **Cam son Bio Technologies Limited, Bangalore (March to Nov 2010)**

**Profile – Accounts Officer** (Reporting to Manager Accounts)

**Responsibility**

* Making Vender Payment in day to day Basic.
* Making Bank Reconciliation Statement in Monthly basic.
* Prepare of Service Tax & TDS in Monthly basic.
* Filing of Service Tax Quarterly Basic & TDS In monthly Basic.
* Prepare of E P F Statement in Monthly basic.
* Prepare ESI In Monthly Basic.
* Prepare Different Type of Voucher in day to basic.

1. **OCL India Limited (Feb 2008 to Nov 2009)**

**Profile** – **Dy. Accounts Officer** (Reporting to GM Finance)

**Responsibility**

* Specially deal with vendor in project work.
* Making vendor payment in day to day basis.
* Analyses the stock report given by MIS production department and compare the stock report with store report and making stock reconciliation.
* Making the Bank reconciliation in Month Basic
* Analyses the sundry creditor Sub-ledger.
* Generation of TDS report and compare with actual TDS of contractor.
* prepare working capital report at the end of Every Month
* Issue of ‘ C’ Form on CST Purchase
* preparation of cost sheet at the end of Every Month
* Passing Fund Transfer Entries in day to day Basic.
* Preparing and filing of Service Tax & TDS Report in Monthly Basic.

1. **BRITANNIA INDUSTRIES LIMITED, Bangalore (Oct 2006 to June 2007)**

**Profile** – **Accounts Executive** (Reporting to Accounts Manager)

**Responsibilities (Account Receivable)**

* Looking into all India cash management.
* Vendor account reconciliation.
* Preparing Bank reconciliation for 20bank for all over India.
* Making the fund transfer with discussion with bank.
* Solving the depot problem related to the finance.
* Passing the fund transfer entry in SAP at the end of month.
* Passing discount charges entry of all banks at the end of month.

1. **Suburban Industries Ltd., Bhubaneswar, Orissa (April 2004 to June 2006)**

**Profile - Accountant** (Reporting to Accounts Manager)

**Responsibilities**

* Creation of general ledger account,
* Preparation of reconciliation statement,
* Preparation of profit & loss account and balance sheet of its client companies.
* Business and financial planning, budgeting and accounting.
* GL control for the company, preparation for board of meeting, monthly MIS for top management.

**Personal profile**

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| Date of Birth | 20.03.1975 |
| Marital Status | Married |
| Language Skills | Read, write and speak - English, Hindi & Odia. |

Place:

Date: Biswajit Senapati