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| [    **SAMEN KR BISWAS**  *Targeting middle level assignments in* ***Finance & Accounts*** *with an organization of repute preferably in* ***FMCG/Banking/IT/Telecom*** *industry, preferably in* ***Guwahati/Kolkata/Other East Region.***  *samen\_biswas2006@rediffmail.com  91-8811012861* | |
| core24x24icons **Key Skills**   |  | | --- | | Audit Operations | |  | | Statutory Compliance | |  | | Goods & Service Tax, TDS, TCS | |  | | Cost Analysis and Control | |  | | MIS Management | |  | | Working Capital | |  | | Customer Satisfaction | |  | | Team Management | |  | | knowledge24x24icons **Profile Summary** |
| * A competent professional with **over 14 years** of experience in Finance & Commercial Accounting; currently associated with Allied Blenders and Distillery. * Proven capability in improving operations, impacting business growth and maximizing profits through cost reductions, internal control and productivity improvements * Proficient in managing all financial operations and preparing reports thereon; skilled in preparing annual Overhead budget and cost Analysis. * Expertise in managing financial accounting, ensuring month-end provisions & payables management, preparing ledger books, financial statements reconciliation. * Exposure in the areas of Internal and External customer satisfaction of ABD/USL alignment with sales and manufacturing Cluster for Financial and Accounting activities * An effective leader with excellent communication, analytical, team building and relationship management skills * **Education & IT** * MBA (Finance) from Sikkim Manipal University in Jan’2011 * M.Com. (Accts.) from Gauhati University in Nov’2003 * B.Com. (Accts.) from GU in the year 2001 * 12th from AHSEC in the year 1998 * 10th from SEBA in the year 1994 |
| softskills24x24icons **Soft Skills** | career24x24icons **Timeline** |
| Collaborator      Communicator      Planner    Change Agent      Motivational Leader      Thinker | |  | | --- | | **United Spirits Ltd. (A Diageo Group), Guwahati**  **Gujarat Co-op Milk Marketing Fed Ltd. (AMUL) Guwahati**  **Sep’05- Mar’08**  **Birla Sunlife Insurance Co. Ltd., Dhubri**  **Mar’08- Jun’10**  **Allied Blenders and Distilleries, Guwahati**  **Jun’10- Dec’17**  -  **Feb’18 to TD** | |
| **IT Skills**  **Mar’08- Jun’10**   * MS- Office, Tally and Financial Accounting Package * ERP Based System (EIAS) in Amul (GCMMF). * SAP Production in USL-Diageo India and ABD India. * **Organizational Experience**   **Since Feb’18 with Allied Bottlers & Distillers. Guwahati as Senior Executive Commercial and Accounts.**  **Key Result Areas:**   * Managing Tie up Manufacturing Unit KDPL Accounts as TMU Accountant of ABD. * Associating with Tie up Manufacturing Unit for different statutory compliance such as goods & Service Tax, TDS, TCS, Sales Tax, ED- TPF/IPF/ EPF as well as its reconciliation with challan copies thru online verification. Ensuring Timely payment and return submission in time to keep in records * Preparation of statutory books Reconciliation, Bank reconciliation Statements, Vendors reconciliation and consolidation of report and reconciliation of all units as well as its timely submission to management. * Presenting a true & fair view of the financial position of unit by way of timely finalisation of Trial Balances * Administering financial statements including age-wise accounts payables & receivables statements * Maintaining accounting entries of day-to-day transactions in KDPL * Submitting MIS data like- monthly product costing report with Variance analysis, cash flow statement * Maximizing profit thru unblocking of working capital, cost reduction on procurement and monitoring on freight cost with supporting of Zone accounts * Obtaining C-form and issue the same to supplier on quarterly basis and follow-up for issuance of TCS & TDS certificates to customers and to vendor * Conducting verification and reconciliation of all vendors ledger and General ledger as well as finalize the books closure monthly, quarterly and yearly basis * Guaranteeing no due certificates from vendors on yearly basis to make crystal clear books of accounts * Synchronizing with TMU for day-to-day transactions, ensuring balance confirmation as per SAP balance as and when required by management.     **Jun’10 – Dec’17 with United Spirits Ltd. (A Diageo Group), Guwahati as Manager Financial Accounting**  **Growth Path:**  Jun’10- Jan’13 as Executive Accounts & Commercial  Jan’13- Sep’16 as Sr. Executive Financial Accounts  Oct’16- Dec’2017 as Manager Financial and Accounting  **Key Result Areas:**   * Supervising Tie Up Manufacturing Unit (CDPL & NEDPL) accounts as a Cluster Accountant of four TMUs in Assam * Associating with Tie up Manufacturing Unit for different statutory compliance such as goods & Service Tax, TDS, TCS, Sales Tax, ED- TPF/IPF/ EPF as well as its reconciliation with challan copies thru online verification. Ensuring Timely payment and return submission in time to keep in records * Preparation of statutory books Reconciliation, Bank reconciliation Statement, Vendors reconciliation and consolidation of report and reconciliation of all units as well as its timely submission to management. * Administering financial statements including age-wise accounts payables & receivables statements * Working on payment processing of all supplying vendors and transporters on regular basis and ensuring KYC compliance and Fund Arrangement to release payments in Time. * Maintaining accounting entries of day-to-day transactions in CDPL and NEDPL * Submitting MIS data like- monthly product costing report, inventory analysis, stock declaration report, cash flow statement * Updating monthly T4 review report, O & R analysis report to mitigate risk of loss and source analysis report to gain profit thru procurement from suppliers whose landed cost is lower than others. * Maximizing profit thru unblocking of working capital, cost reduction on procurement and monitoring on freight cost with supporting of RPCE accounts * Obtaining C-form and issue the same to supplier on quarterly basis and follow-up for issuance of TCS & TDS certificates to customers and to vendor * Conducting verification and reconciliation of all vendors ledger and General ledger as well as finalize the books closure monthly, quarterly and yearly basis * Participating in quarterly limited review audit by PWC for schedule preparation for all Assam TMUs and close audit point if any raise by PWC * Guaranteeing no due certificates from vendors on yearly basis to make crystal clear books of accounts * Arranging monthly Debit Note & Credit Note for ILUA, ITMA & GST on agreed retention * Synchronizing with TMU for day-to-day transactions, ensuring balance confirmation as per SAP balance as and when required by management.   **Previous Experience**  **Mar’08- Jun’10 with Birla Sunlife Insurance Co. Ltd., Dhubri as Accounts and Administration Executive**  **Key Result Areas:**   * Maintained receipts for the first year premium as well as renewal for individual , group and pension business on behalf of DSF ,AC and Group * Processed payments for vendors (contractor), third party voucher, EERS and TERS payments and managing petty cash and sending weekly reports to HO * Prepared weekly and monthly MIS reports such as accruals, daily collection report, petty cash report, cancelled and manual receipts report, bank deposit details, non-MICR cheques received and manual receipts to client services * Regularly updated HO through the MIS, process relevant bills and co-ordinate on insurance, medi-claim and Sodexho matters * Ensuring all administrative services such as Attendance register, house-keeping, security and despatch are rendered in an uninterrupted and cost effective manner. * Ensuring compliances of Minimum wages Act, shops & Establishment Act and all other central and State Govt. Legislations, as applicable. * Taking care of all day to day branch operations like Policy Form Scrutiny-submission, Renewal of Policy, Customer death/Maturity claim submission as well as get settlement cheque in time.   **Sep’05- Mar’08 with Gujarat Co-operative Milk Marketing Federation Limited, Guwahati as Asst. Zonal Accounts-In-Charge**  **Key Result Areas:**   * Effective Supervision and handling day to day financial and commercial function of depot and Guwahati Zonal office. * Looking Statutory Liabilities like-VAT, Service Tax ,Marketing Tax and TDS computation as well as payments along with its timely return submission * Analysis and monitoring overhead, revenue budget Vs cost and other costs of North Eastern Zone and special thrust given to control over budgetary cost. * Half Yearly and yearly closing books of Accounts through proper verification and scrutiny of all ledgers as well as arranging Audit through Internal Auditors and submit Annual reports to HO for finalising the same * Timely Stock verification, maintaining FIFO method for despatch of stock as well as timely indenting stock as per the requirement provided by sales team for smooth despatch * Sending monthly MIS reports after closing of month end activity as per stipulated timely by HO * Monthly Bank Reconciliation of disbursement Account of Guwahati Zonal Office and submitted to HO * Co-ordinate with Insurers to conduct survey by Insurers as well as its timely settlement to recover loss * TDS computation of NER employees as well as provide TDS deduction details to payroll. * Looking after full and final settlement of resigned Employees through required documentation   **Present CTC : -** Rs.8.50 Lacs. , Previous CTC in USL :- 12.50 Lacs  **Expected CTC: -** Rs.12.00 Lacs or As per Industry norms. | |
| personaldetails24x24icons **Personal Details** | **Date of Birth:** 17th February 1978 **Languages Known:** English, Hindi, Bengali and Assamese.  **Permanent Address:** Chillarai Nagar, Near Register Office P.O. - Golakganj  Dist: Dhubri, Assam-783334  **Present Address:** H/No-87, Vivekananda Path, Odalbakra, Lalganesh, Guwahati- 781034 |