CURRICULUM VITAE

**RITENDRA NATH MALLICK** Village : Kendrapara

209, Baba Gangnath Market, P.O/Distt: Kendrapara

Munirka, New Delhi-110067 State : ORISSA

**Contact No.** +91**8700531716**&**9818514622 (M)** Pin Code : 754 211

e-mail**ritendramallick@gmail.com**

**WORK EXPERIENCE:-**

1. Working as a **Manager (F&A) with M/s. Nanofil Technologies Pvt. Ltd., is wholly owned**

**Subsidiary of M/s. Flexituff Ventures International Ltd,** engaged in compounding of engineered

Thermoplastics mainly for Automotive, Electrical and Appliances sectors. It has an installed capacity of

15000 MT per annum for customized engineered compounds and master batches. For application in

Automotive sector, Nanofil has a wide range of polymer compounds developed to meet all specific

Requirements. Developing &**manufacturing plant at Kashipur, Uttarakhand** for polymer compounds on the demands of major **OEMs**is an ongoing process. **Nanofil is an ISO TS 16949:2009 certified company and has access to the besttechnologies in the world and TQM/TPM has become a way of life at Nanofil since October-2019.**

2.Worked as a **Manager (F & A) with M/s. Flexituff Ventures International Ltd, Plot No. 76,**

**Okhla Indl. Estate, Ph-III, New Delhi-110020** marketing office & manufacturing unit at Kashipur

Uttarakhand, product are PP Bags, Carpet, different types of Plastic Bags with printing for domestic

As well as export purpose & its corporate office at Indore (M.P) which having also four plants there

Including one purely export unit. There are also marketing offices at all over India in different location.

Besides above, civil work also handling after biding contracts from Central Government as well as

State from **July-2017 to September-2019.**

3. Worked as an**Asstt. Manager – Excise, Sales Tax& LC matters with M/s. Autodecor Pvt.**

**Ltd.,** Plot No.91,Sector - 3, IMT Manesar, Gurgaon, **an ISO 1694:2002 & 14001:1996 accredited company** manu-facturing Injection Molding Plastics components for Automobiles, Engineering & Home Appliances sectors since 1985. Also a vendor of **many OEM’s customers** like Maruti Udyog Ltd, Hero HondaMotors Ltd, QH Talbros Ltd, Siemens VDO India Ltd, JNS Instruments Ltd, Minda Inds. Ltd, Bajaj Auto Ltd, Motherson Automotive Technologies & Engineering Ltd, Suprajit Engineering Ltd, Remsons Inds. Ltd, Liflong India Ltd, Hema Engineering Ltd, Majestic Auto Ltd,

Hi-Lex India Ltd, Pricol Ltd, **November – 2008to June- 2017.**

4. Worked as a **Sr. Executive-Excise & Sales Tax** with **M/s. Suprajit Engineering Ltd.,** Plot No. 164 &165, Sector – 3, IMT Manesar – 122 050., Gurgaon, (Haryana).,**an ISO/TS 16949 & a No.1** manufacturer of Two& Four Wheeler automobiles cables& a vendor of many **OEM’scustomers** like Hero Honda, Yamaha Motorcycles, TVS Motors, Hyundai Motors, Ford India, Honda Motorcycles & Scooters, New Holland Tractors, Kinetic Engineering, Kinetic Motor, Whirlpool, Tata Motors, Mahindra & Mahindra, Swaraj Majda, Eicher, Ashok Leyland, Piaggio, Royal Enfield, .JCB, Escorts,. Bajaj Auto, Bajaj Tempo, Godrej, VST Tillers & Tractors **since October – 2003 to October – 2008.**

5.Worked as an **Accounts cum Excise- Assistant** with **M/s. Guru Overseas Pvt. Ltd.** Gurgaon, deals in stitching **Maruti Car Seat Cover**& a Vendor of M/s.Maruti Udyog Ltd, **since 1998 to 2003.**

6.Worked as an **Accounts-cum-ExciseAssistant** with **M/s. Jalan Paper Mills Pvt.Ltd.,** Sambalpur. (Orissa), a manufacturer of paper like card boards, different types of Color papers **since May 1995 to 1996.**

7.Worked as an **Accounts Assistant** with **M/s.Gammon Turnkeys Ltd.,** deals in Mechanical Engineering Contract, at Hirakud Power Plant, Sambalpur, (Orissa) **since 1991 to 1993.**

8.Worked as an **Accounts Assistant** with **M/s. Life Insurance Corporation of India, Divisional office,**Sambalpur, (Orissa) **since 1987 to 1989.**

**JOB EXPOSURE: (DEBTORS& CREDITORS)**

* Verifying Weekly Fund Flow from Trial Balance of Debtors & Monthly of Creditos.
* Working with Team to detect zero deficiency in transactions & encourage to grow efficiency for the growth of the organization.
* Reporting to my senior about monthly payable & receivable after proper reconciliation.
* Preparing weekly report & submitting to my senior & as and when required.
* ObservingDebtors &Creditors bill wise detail in package day by day.
* Following & verifying reconciliation statement of Creditors & Debtors.
* Controlling Debit & Credit Notes of Creditors & Debtors.
* Sorting out all the incomplete required transaction with both Debtors & Creditors.
* Checking Reconciliation once in fifteen days, Quarterly& as per my senior’s demand.
* Negotiating with Creditors to increase few days if the financial status not well during payable period.
* Alertness on fund receivable from Debtors on time before due days.
* Attending telephonic calls and mails from Creditors & Debtors and conveying clear messages.
* Collecting background history of New Creditors & Debtors & conveying to my senior.
* Analyzing and researched reporting issues to improve accounting operations procedures.
* Suggesting budgetary changes to increase company profits.
* Respond to enquiries from legal representatives of Debtors &Creditors.
* Interviewing potential of new Creditors & Debtors & give general Insolvency advice to them.
* Preparation & Tracking monthly report of Debtors & Creditors.
* Updating weekly ledger Account of Debtors &Creditors.
* Contacting Debtors & Creditors to set up monthly payments, pay balance in full or settle accounts.
* Responsible tosettle and paid off account including scheduling accounts to close as per instruction

from senior/top management.

* Corresponding& Receiving all the matters with Debtors & Creditors.
* Issuing & tracking PDC issued or to be issued to Creditors & negotiating accordingly a swell as informing to my senior on due date.
* Preparation TDS monthly payable by following proper entries in ledger under various head.
* Basic Knowledge of GST.
* Documentation & Financing business loan from Bankers in favor of organization.
* Keeping, Tracking& informing EMI of business loan for repayment on or before due date.

**EXTRA ACTIVITIES :-(LC MATTERS)**

* Handling & Preparing LC, TT, Bank Guarantees & Amendments, etc.,
* Handling & Preparing Hundies/Bill of Exchange& related documents etc.,
* Handling & Corresponding all the banking matters reg. above subject with our banker as well

as Suppliers etc.,

● Keeping accountability of LC’s Limits & Margin on daily basis,

● Short out discrepancies between Suppliers & bankers,

● Shifting LC’s Fixed Deposit’s margin money to CC account as per senior’s instruction.

ACADEMIC QUALIFICATION :

* Bachelor of Commerce (B.Com) from SambalpurUniversity (ORISSA),

PROFESSIONAL QUALIFICATION :

* LL.B., from SambalpurUniversity (ORISSA),
* MBA (Finance) - Specialization - Taxation from ISMS-Hyderabad,

**COMPUTER KNOWLEDGE :**

Oracle (ERP-Oracle-10G), Tally (ERP-9), Sofgen, Factwin, MS Excell, MS Word, Power Point,

Internet etc,

PERSONAL PROFILE :

Date of Birth : June 22nd, 1965

Father’s Name : Late Sh. Rabindra Nath Mallick

Nationality : Indian

Passport No. : H8264194/2009-10

Marital Status : Married

Salary Expected : Negotiable

## Date :

**Place : NEW DELHI (RITENDRA NATH MALLICK)**