

CMA Anupam Mitra

Curriculum Vitae

Present Address: 10/1/1 P. K. Roy Chowdhury Lane,
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Professional Profile

Detail-oriented and results-driven Cost and Management Accountant with over 11 years of extensive experience in various aspects of accounting, including Bank reconciliation, Accounts Payable, Procurement, Financial analysis, Audit, Budgeting, Project Accounting and Finalization of Accounts. Proven track record of ensuring accuracy and compliance while delivering strategic financial insights to the core competencies across the tenure. Adept at handling complex accounting tasks across multiple regions and proficient in providing timely reports to higher management for strategic decision making. Seeking to leverage expertise in optimizing financial processes and driving organizational growth in a challenging role.

Professional Experience:

FreeBalance Software Solutions India Private Ltd.

Accountant in Corporate Finance Team - Reporting to Vice-President, Finance. Since- September, 2016.

FreeBalance Software Solutions India Pvt. Ltd., a subsidiary of FreeBalance Inc., is engaged in providing GRP solutions, advisory and consultancy services to governments of various countries.

- ❖ Spearhead bank reconciliation activities, ensuring accuracy and timely completion.
- ❖ Manage accounting entries for all financial transactions, maintaining a meticulous record of financial transactions.
- ❖ Oversee GST compliance in India and oversee Tax compliance for multiple countries across Asia, Latin America, North America, Europe, and Africa.
- ❖ Calculate intercompany revenue and facilitate transfer pricing activities to optimize profitability.
- ❖ Handling overall accounts payable function, ensuring timely processing and accurate recording of vendor invoices.
- ❖ Quarterly revaluation of Trade Payable, Employee Expenses Payable and Bank balance revaluation for various locations.
- ❖ Efficiently process employee expenses, verifying claims and handle cash advances, adhering to company policies and regulations.
- ❖ Conduct in-depth analysis of accounting entries to identify discrepancies and implement corrective measures and perform comprehensive financial analysis to support decision-making and strategic planning initiatives.
- ❖ Coordinate internal, interim, and statutory audits, ensuring compliance with accounting standards and regulations.
- ❖ Prepare comprehensive financial statements and reports, providing stakeholders with actionable insights.

- ❖ Develop and maintain budgeted cash flow statements to support financial planning and control efforts.
- ❖ Process purchase requisitions and purchase orders, ensuring cost-effective procurement practices.
- ❖ Ensure timely payment of Vendor Invoices, post invoice payments and accurately enter transactions from monthly credit card statements.
- ❖ Computed labour allocation for different projects based on timesheet data, optimizing resource utilization.
- ❖ Managed GST, HST, VAT and TDS/ WHT entries for various countries, ensuring compliance with local tax regulations.
- ❖ Maintained and analysed schedules for prepaid expenses, employee cash advances, and accrued expenses.
- ❖ Collaborated with cross-functional teams to streamline accounting processes and improve efficiency.
- ❖ Prepared comprehensive management reports, highlighting key financial metrics and performance indicators.
- ❖ Assisted in the implementation of ERP systems, contributing to the automation of accounting processes.
- ❖ Preparation of Quarterly Regional Financial Report for Reporting to Board of Directors.
- ❖ Assisting in preparation of Director's Report, AOC-2 and Form MGT-7.
- ❖ Tracking Product Support & Maintenance monthly revenue from all projects world-wide and tracking whether they had been properly posted every month in the system, whether any project has been terminated before its completion and proper entry has been made for it.
- ❖ Assisted in the preparation of annual budgets and forecasts, providing valuable insights into financial trends.

FreeBalance Software Solutions India Pvt. Ltd.

Quality Assurance Tester-Functional of Government Resource Planning System (FreeBalance Accountability Suite) - Reporting to Head- Product Development. From July, 2012 to August, 2016.

Key Achievements:

- Worked on Finance modules of FreeBalance Application Suite according to functional specifications and functionality; Supported developers in SDLC; Involved in GAP analysis; Browser Compatibility Test; User acceptance testing, Regression testing; Reporting issues on Mantis, recording test cases and results on TestLink.
- Configuring Chart of Accounts, Functional Class and Security groups for Admin users.
- Supported in implementing projects in Mongolia, Philippines, Sri Lanka and other nations across the globe.

Computer Skills

- Proficient in MS-Office, Intacct (Cloud based accounting platform), Tally ERP 9, Relyon software (for TDS and Payroll) and PlanMyLeave.

Educational and Professional Qualification

- Cost and Management Accountant (CMA) from The Institute of Cost Accountants of India, in June, 2014 with 57.14% marks. Associate member of the ICAI.
- M. Com from The University of Burdwan, in 2010 with 73.91% marks.
- B. Com (Honours in Accountancy) from The University of Burdwan, in 2008 with 74.63% marks.

- Higher Secondary- Class XII (Commerce) from WBCHSE with 61.70% marks.
- Secondary- Class X from WBBSE with 69.37% marks.
- Certificate Course in Ms-Office and Course in Computing, Accounting and Finance/ Information System for Auditing and Cost Management from ERIC of ICAI under Computer Training program.
- Certificate in Industry Oriented Training Program conducted by ERIC of ICAI.
- Certificate Course on GST from ICMAI (The Institute of Cost Accountants of India).

Educational Achievements

- Ranked 3rd in M. Com at the University of Burdwan (2010).
- Ranked 6th in B. Com at the University of Burdwan (2008).

Personal Details

- Date of Birth : 15th of October, 1986.
- Marital Status : Married.
- Nationality : Indian.
- Gender : Male.
- Languages known : English, Bengali and Hindi.
- Hobbies : Gardening, Stamp collection and numismatics.