



DIPAYAN BHATTACHARYA

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Career Objective

To achieve and contribute towards organizational goals by utilizing my skills and experience in managing Training coordination, Accounts, Operations, Admin support and well organized with strong work ethics to achieve employer objectives.

-: Working Experience: -

PRESENT ASSIGNMENT:

(A) Emami Limited – Kolkata, West Bengal

► Tenure and mode of contract with the Employer:

From 1st June 2019 till date with Emami Limited at Kolkata Taher Mansion - 700001, India as a “**Depot Commercial Executive**”

► Job involves:

- Working cohesively with East Region Commercial team.
- Working in SAP ERP Module (Production).
- Monthly Provision Working (Including MR & FF Provision Working) for Ranchi Depot both CCD & HCD.
- Monthly Checking & Processing of E-Claim, Loyalty Claim, Secondary QPS/GIFT, Window Display Claim for Ranchi Depot both CCD & HCD.
- Additional Manual Claims like - Diwali Dhanterus, Holi Dhamaka, Gift Vouchers, Price/Trade Diff Claims for Ranchi Depot both CCD & HCD.
- Distributors Incentive, Field Force Employee (ASM/ASO/ASE/SPE/SDE) Incentive both Normal & Brand Monthly, Quarterly for Ranchi Depot both CCD & HCD.
- Monthly Checking & Processing Travel Expense Vouchers of Field Force Employees Kolkata, Siliguri & Ranchi Depot both for CCD & HCD.
- Close Coordination with Sales Coordinator - Providing Employee/Vendor deduction details, Employee/Vendor Ledger, reconcile their account, Clearing their account on monthly basis of Kolkata, Siliguri & Ranchi Depot both for CCD & HCD.
- Monthly Checking & Processing Travel Expense Vouchers of MR Siliguri & Ranchi Depot both for CCD & HCD.
- MR (Market Reporter) monthly attendance calculation based on BI Report, MSFA, Rural Aap as per company parameters. Checking & processing of MR Monthly, Quarterly Normal & Brand Incentive. Monthly calculation of MR Salaries including Incentives via Distributor Credit Notes of Ranchi, Siliguri Depot both CCD & HCD.
- M2M transfer, PNC/DBC Checking on a routine basis for Ranchi Depot.
- Depot visits at periodic intervals about 5-6 visits in a year East region. Where there is checking of Physical Verification of Stocks, Damage, TL, DS, Free Sample, Gifts, POP, Security Cheque, Fixed Assent verification etc.
- Internal Audit Co-ordination and closure of audit observation- Twice in a Year. Statutory Audit Co-ordination and closure for Commercial and Depot operation observation Once in a Year for Ranchi Depot both CCD & HCD.
- GSTR 2 A Reconciliation Quarterly, Follow-ups, Invoice Booking for Ranchi Depot.
- MR Reconciliation both for CCD & HCD, Miscellaneous Reports as per requirement of HO/Sales/IT/Others.
- Monthly Preparation of POP, MR MIS, Field Force MIS & submission of the same to East RCM.
- Travel Expenses Status Budget Vs Spent Month wise / Division (ASM/ASE/ASO/) CCD/HCD/MT for Annual Budget purpose of Kolkata/Siliguri/Ranchi.

EARLIER ASSIGNMENT:

(B) Hindustan Unilever Limited (Payroll Quess Corp) – Kolkata, West Bengal

► **Tenure and mode of contract with the Employer:**

From 18th June 2018 till 31st May 2019 with Hindustan Unilever Limited at Kolkata Brooke House - 700071, India as a “Finance Associate” (MIS)

► **Job involves:**

- Working cohesively with East Region Finance team.
- Working in SAP ECC-6 TP1 Module (FICO).
- Providing MIS reports & presentation of Budget Vs Spent Management as well as Non-Management employees on monthly basis.
- Travel Management - Tracking all the expenses of Field Force employees from the Area Coordinator as well as maintaining the MIS of the same on daily basis.
- Providing reports & presentation of Over Head Expenses MOC wise to the Managers.
- Maintaining Non-Moving Slow-Moving Stock details, MIS reports & submitting the same to the ASM's sales area wise.
- Maintain & Analyse the Risk Assessment Tracker of Customer (Redistribution Stockist) which contains parameters like Sales Skewness, Sales Return, ECO, Shakti Hygiene etc.
- Close Coordination with Customers - providing Customer Ledger; Reconcile their account; updating their account details, GST No., Pan No. in their SAP Customer Code etc.
- Close Coordination with Customers as well as TSO for submission of PNCC, ACH Mandate, Service Invoice. Prepare MIS reports, Maintain the documents & update the Central team.
- Taking Provision of Branch Expenses from Procurement Team & submitting the report to the Central Team. Quarterly Posting JV entry, Internal Order for 3P Salaries.
- Vendor Management Such as Vendor Search, Quotation, Negotiation & Coordinating with Vendors for goods & services.

(C) Shahi Exports Pvt. Ltd. – Faridabad, Haryana

► **Tenure and mode of contract with the Employer:**

From Mar 2018 till 16th Jun 2018 with Shahi Exports Pvt Ltd. at Kathitand, Ratu Ranchi – 835222, India as a “MIS Executive”

► **Job involves:**

- Working in **Deen Dayal Upadhyaya Grameen Kausalya Yojana (DDUGKY)** as a MIS, Finance & Operations Executive at Ranchi centre.
- Center Setup like Building Search, Legal paperwork, rented agreement etc.
- Close Coordination with office staff for Mobilization purpose as well as the **JSLPS (Jharkhand State Livelihood Promotion Society), DM Skills** etc.
- Vendor Management Such as Vendor Search, Quotation, Negotiation, Vendor Code Creation. Coordinating with Vendors for goods & services.
- Field Visit for Candidate Accumulation, Center related works.
- Maintaining Stock Details, MIS Reports & submission of the same to Central team.
- Accounts payable such as Employee Reimbursement, Vendor Payment, Associates, Consultants etc., also reconcile their account as per bill received & making payment to vendors on due date & also resolving Vendor queries.
- Close Coordination with Central team at Faridabad - Updating all the information, providing daily work report, weekly payment report, what are the requirements for the centre etc.
- Advance knowledge of Excel, Word, and Power Point.

(D) Reliance ADAG Group

► **Tenure and mode of contract with the Employer:**

From Apr 2016 till Feb 2018 with Reliance HR Services Pvt Ltd. at D-Block, Dhirubhai Ambani Knowledge City, Koparkhairne, Thane Belapur Road, Navi Mumbai – 400710, India as a “**Training Support Team Member**” and “**Accounts Executive**”

► **Job involves:**

Training Activity

- Co-ordinate a number of professional development events concurrently, ensuring smooth delivery to set dates.
- Attendance Management.
- Generation of employee reports –Joining, Exit, Confirmation
- Database management –Employee database
- Training need analysis.
- Email and telephone inquiries about payroll & other issues
- Responsible for preparing invoices, processing expense and fee claims for tutors and costing of external non-scheduled events.
- Facilitate events, either online or face to face, managing introductions, format and resources throughout the events.
- ROI analysis.
- Effective contribution to the work of the Training Services team.

Accounts Activity

- Working in **SAP ECC-6 TP1 Module (FICO)**
- Verification of Employee Reimbursement, Imprest, Advance entry in SAP and Payment PAN India basis for Customer Service Employees as well as for LPO Employees.
- Verification of BDI before raising the Invoice, Generating Sales order & Sales Invoice.
- Processing Invoices based on Purchase Order & Non-PO on daily basis.
- Accounts payable such as Vendor Payment, Professional fee payment for Trainer, Associates, Consultants etc., also reconcile their account as per bill received & making payment to vendors on due date & also resolving Vendor queries.
- Summarizes Receivables by maintaining Invoice Accounts, coordinating monthly transfer to Accounts Receivable Accounts, Preparing the Report.
- Accounts receivable from Customer like RCOM, RInfra, RLI, RGI, R-Defence, Sasan Power, RMFR-Metro, TOLL Business etc., also reconcile their account as per Invoice raised, TDS deducted & payment received.
- Daily Bank Update, Fund Transfer through NEFT & Accounting all the Banking Transaction in SAP.
- Reconciliation of Expense GL, Advance GL & other operating GL's as well as Banking GL's
- Payment of TDS & Service Tax through govt portal, Knowledge of PT & ESIC
- Generating & Submitting PF Challan. Filing the Payment Challan of Q1 to Q4 for Audit purpose
- Advance knowledge of Excel.

(E) Reliance ADAG Group

► **Tenure and mode of contract with the Employer:**

From July 2013 till Mar 2016 with NIS Sparta Ltd. at D-Block, Dhirubhai Ambani Knowledge City, Koparkhairne, Thane Belapur Road, Navi Mumbai – 400710, India as a “**Regional Business Operation Support Team Member**”

Training Coordination Activity:

- Coordinate Training all over East Region e.g. West Bengal, Bihar, Jharkhand, Odisha, Guwahati & North-East.

- Submitting the Feed Back Report, Pre & Post Test analysis of the Training to the Central Team as well as the Client for future assignment.
- Making MIS of all the training which has been done for PAN India basis. Also tracking what number of participants who are still uncovered for our clients like RCOM, ITC, TATA Pipes, Torrent Power, Mahindra & Mahindra, Ujjivan etc.
- Preparing the Performa Invoices for the Clients, follow-up with the central commercial team for the Invoices & Submitting the Invoices to the Client.
- Coordinating with the client for payment related queries.
- Coordinating with Faculty & Participants regarding Training, Providing support to Trainer & Client like their Hotel & Lodging arrangements, Ticket Booking, arrangements of training related documents e.g. Books, stationery, other printable, Projector etc. Over all Admin Support for Trainers.
- Managing all Vendors for Purchase & Service requirements. Checking & submitting all invoices of vendors to commercial team for payment.

Swarnajayanti Gram Swarajgar Yojana (SGSY) Project Activity:

Four Projects assigned with NIS Sparta Ltd., those are Project 10, Project 11, Project 12 & Project 13. These projects cover PAN India. Out of those projects I have worked for Project 13 (West Bengal). The details of my work activity are given as below:

- Close Coordination with the Programme Officer, central team and Spoc for the Project.
- Employee Reimbursement, Advance, Imprest and other Expenses verification and disbursement.
- Verification of BDI, Generating Sales order & Sales Invoice.
- Maintaining the Candidate MIS & Providing the updated list to the central team.
- Close coordination with the faculties and keeping track on their professional fee's invoices.
- Providing the Admin support like venue, communicating with the local spoc, stationery, vendor management etc.
- Maintaining the weekly report of the expenses disbursed, expected target, actual occurred. Submitting the same to central team for updation.

(F) Asia Rescue and Medical Services Pvt. Ltd. (ARMS)

► ***Tenure and mode of contract with the Employer:***

From September 2012 till May 2013 with **ARMS**, at Flat 2B, JaiVijay Apts, 61-B Palm Avenue, Kolkata - 700019, India as a **“Operations Executive”**

► ***Job involves:***

- Providing Medical & Travel Assistance to the International Client.
- Fixing Medical Consultation, Hospital Admission, Helicopter Transfer, and Hotel Booking for Foreign clients.
- Maintaining File, Preparing Data Sheet for different Foreign Insurance Companies.
- Working with the National as well as the International Doctors.
- Visiting International Standard Hospitals in Kolkata for Foreign clients.
- Working in the South Asia & all over India.

(G) NIS Sparta Ltd.

► ***Tenure and mode of contract with the Employer:***

January 2012 till May 2012 with **NIS Sparta Ltd.**, at 34, Chowringhee Road, 03rd Floor, Reliance House, Kolkata-700071, India as a **“Back Office Executive”**

► **Job involves:**

- Data Analysis, Data Mining, Data Sorting
- Documentation, Verification, Recently Worked on R-Com Project, MORD Project.
- Preparing Billing Format & Official Bills, Fixing meeting with Client
- Solving enquiry of Clients, Organising BC/BF, DRA, Brokers Training

► **Academic Qualifications:**

Sl. No.	Name of the Examinations	Year of Passing	Board/University	% of Marks
1.	M.A. (Economics)	2011	Rabindra Bharati University	52.38%
2.	B.A. (Economics Hons.)	2009	Rabindra Bharati University	48.60%
3.	Higher Secondary (12th Standard)	2005	W.B.H.S.B	53.50%
4.	Madhyamic (10th Standard)	2003	W.B.S.E.B	62.00%

► **Professional Qualifications:**

CITA (Course in Information Technology Application) from Youth in 2009

► **Personal Details:**

Date of Birth : 26th February 1987.
Gender : Male.
Marital Status : Married.
Nationality : Indian.
Religion : Hindu.
Languages known : English, Hindi and Bengali.
Address : 13/1/1, M.M.P. Lane, Ward No. 4, Post Office – Bhatpara,
District -24 Parganas (North), Pin Code – 743123, West Bengal.

I hereby declare that the above information is true & correct to best of my knowledge & belief.

Dipayan Bhattacharya