

Purnangshu Nath Roy

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Address: 78/12 R.K. Chatterjee Road Kolkata -700042

Seeking job opportunities in the Operations and Admin Industry in a Managerial position

Professional Summary:

- ✦ An enthusiastic and optimistic professional with over 17+ years of experience in the operations and administration industry.
- ✦ A versatile personality who is skilled in managing teams, product management, cost control, MIS reporting, budget management, stock analysis, and accounting.
- ✦ Proficient in systematic approach, development, and operations along with client relationship and data analysis.
- ✦ An accomplished professional who has successfully managed business operations as well as achieved year-on-year growth in business and revenue targets across assignments.
- ✦ Sound knowledge of Tally, TDS, PTAX Return, GPF, Income Tax, Checking PF, ESI
- ✦ Excellent communication and presentation skills, including excellent listening, business management, and consultative capabilities.
- ✦ Innovative thinker with broad-based expertise in strategic planning, business development & management with proven ability to quickly analyze key business drivers and develop strategies to grow top & bottom lines.

Area of Expertise:

Operations Management	Product Management
Production Analysis	Project Management
Reports and Documentation	Stock Analysis
Budget Management	Sales Management
Tax Compliance Management	Cost Control Management
MIS Reporting, Data Analytics	Accounting Management

Professional Experience:

MIS Manager in Narayani Sons India Pvt Ltd || since Feb'21

Key Deliverables:

- ✦ Working in Anaconda Python Platform, Advance Excel, and Macro-Enabled VBA. SQL, Power BI, Tableau, Microsoft Nav
- ✦ Handling in Cost of Production Analysis, Cost of Item analysis, Franchise daily, monthly, Yearly Sales Report analysis, Margin complex sales analysis, Budget Preparation Financial as well as item wise Quarter end Projected Production Budget.
- ✦ Mining Report such as battery tire, lubricant usage analysis and resale analysis.
- ✦ Look at Daily operations.

Senior MIS Officer || Mongini's (Under bake and Cake Confectionery LLP || Jun'20 – Feb'21

Key Deliverables:

- ✦ Managed various operations like Cost of Production Analysis, Cost of Item analysis, Sales Report Analysis, GST reconciliation, Market of fixed product analysis, Future Profit, Margin Analysis, Complex Sale Report Prepare, stock analysis, Purchase of Bill Report Prepare, and many financial analytical Parts.

Roy & Basak Associates || Senior MIS Executive || Oct'15 – May'20

Key Deliverables:

- ✦ Participated in Internal Audit, Calculation of Income Tax, Sales Tax, ERP 9, Cost Audit, Cost Control, etc. Balance Sheet, MIS Reporting, VBA, Macros, Advanced Excel, Finalization in Tally Erp9.

Ultimate Digital solution Pvt. Ltd || Account Assistant || Sep'14 – Sep'15

Work in Maulana Abdul Kamal Azad (MAKUT)

Key Deliverables:

- ✦ Assisted in the operations like Tax compliance, online TDS, WBST, PTAX return GPF check and calculation, and online Professional tax return.
- ✦ Participated in Internal Audits, Calculation of Income Tax, and participation in tax cases.
- ✦ Handled the process of the name change of the University.
- ✦ Participated in CAG audit at university.

Soft-Tech Innovative Pvt. Ltd. || Accounts and Audit Executive || Aug'10 – Mar'12

Key Deliverables:

- ✦ Handled ROC Matter, Forms Filling, Prepare Minute Books, Tracking missing Trip sheets, and Idle vehicles from Tally ERP 9etc.
- ✦ Maintained the day-to-day accounts
- ✦ Participated in Cost Audit.

B.M Chatrath || Audit Executive || Apr'05 – May'09

Key Deliverables:

- ✦ Participated in internal audit, Bank audit, Tax Audit, Stock Audit, Periodical Audit, Management Audit, etc.
- ✦ Prepared the Manual Accounts trading A/C, P/L 5th Apr'05 to 2nd May'09 Kolkata West Bengal A/C and Balance Sheet in Manually.
- ✦ Worked on the SAP (FI &CO)

Work As a Trainer:

- ✦ Aspiration Technology Pvt Ltd || Teaching Excel and Tally ERP9 || since October 2016 to 2018
- ✦ Pallium skills || 2017 to 2019

Extra-Curricular:

- ✦ Given Corporate Training on Advanced Excel || Kunal Sreeji Pvt. Ltd. || Jan'18 – Apr'18
- ✦ Helping to open a computer training Centre at Salt Lake EC Block Laboni for economically poor children. Give them training in the year 2015

Certification:

- ✦ Intelligent Communication Systems India Ltd. || Team Management || Nov'22
- ✦ Communication Skills at Work place || Test prep Training || Nov'22
- ✦ Take And Make a Training Centre-Certificate course in Tax Management
- ✦ NIHT Digital Marketing Institute- Certificate in Digital Marketing
- ✦ Imarticus Learning (Accredited by CISI (UK) || Certified Financial Modelling
- ✦ Microsoft and Promanipal || Advance Excel Certification
- ✦ Excel Ninja Certification || Advance Excel
- ✦ E-Tech guys and Oracle || Data Base Administrator course (DBA)
- ✦ Skill Fin Learning || The Data Analyst Skill Training
- ✦ AAFM Finance Club || Financial Modelling Simplified
- ✦ VSkills Certification || Team Management Refereed by Shine Jobs
- ✦ Google Professional Data Analytics Certification (Global)

Professional Qualification:

- ✦ MBA (Finance) || Pondicherry University (Central University) (DDE+AICTE +UGC) NAAC accredited A Level University || 1st Division
- ✦ Post Graduate Programme Export and Import Management – From International Institute of Export and Import Management – 1st Division
- ✦ Post Graduate Diploma (Human Rights) || Indian Institute of Human Rights (Delhi) (Guided By UNOHCHR) || 1st Division

Educational Qualification:

- ✦ BCom || Dinabandhu Andrews College/ Calcutta University || 2005
- ✦ Higher Secondary || Jagadbandhu Institution, Kolkata || 61.4% || 2002
- ✦ Secondary || Jagadbandhu Institution, Kolkata || 59% || 2000

Professional Education Currently Pursuing:

- ✦ **AAFM (US):** Perusing Certification “Chartered Wealth Manager” -1st Year Complete
- ✦ **INSIDE AIML and IBM:** Perusing Master’s Certification in AI (Artificial Intelligence)-1st Year Complete
- ✦ **Indian Institute Technology (Roorkee)and Great Learning** –Perusing Advanced Full Stack Developer certificate

IT Forte:

- ✦ Brainware || Basic Computer Course
- ✦ ICAI Computer Training –Visual Basic, Excel, Advance excel, Tally 9 with ERP
- ✦ IPTA: Advance Excel, MIS Reporting in Excel, Project preparation in Excel
- ✦ NIIT and Oracle- PL /SQL Fundamentals (PL /SQL Fundamentals-2)-11G-level1
- ✦ NIIT and Oracle- PL /SQL Fundamentals (PL /SQL Fundamentals-2)-11G-level2
- ✦ (RSSPL and Microsoft) Info Univ-ERP –Finance and Control (FI & CO), Material (MM)
- ✦ NIIT AND ICSI–E-filing, E-Business, Theory of E-Filing, Ex-Net Generation, E-Commerce, Internet, Roc filling, etc. “Understanding Information Technology in Corporate Environment”.

Personal Dossier:

Date of Birth: 13.05.1983

Languages Known: English, Hindi, and Bengali

Marital Status: Single Father’s Name: Mr. Pallab Nath Roy, Mother’s Name - Mrs. Gopa Roy,

Current CTC: 420000 P.A,

I hereby declared that all the information given above is true, complete, and correct to the best of my knowledge and belief.

Self-Attested.

Dated:

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Purnangshu Nath Roy

Place: Kolkata