

ACCOUNT RECEIVABLE – SENIOR FINANCE OFFICER

Brief Snapshot: As an active member of Account Receivable Team I have gained an invaluable experience in handling numerous financial and accounting functions including, Preparing Annual Budgets, Monitoring Key Accounts and Credit Controls. Equipped with the ability to handle complex assignments effectively and possess the confidence to work as part of a team or independently.

Sector Exposure: Banking, Taxation, and Financial Markets over 4 years of Post Qualification Experience in:

Accounts Receivable	SAP FI & SD Module	Financial Analysis
Budgeting	Team Management	Cash Flow
Report Generation	Credit Control	Internal Audit Operation
Management Reporting	Tax Calculation	GST Law Operation

PROFILE SUMMARY

- » Highly accomplished professional with successful track record of handling and managing overall accounting operations including preparation and finalization of various statements, analyzing existing systems as well as preparing reports.
- » Demonstrated expertise in performing internal audits and ensuring controllership and consistency of accounting process across the operations.
- » Displayed competency in monitoring financial market trends to ensure that the plans are effective, and to identify any necessary updates.
- » Proven expertise in handling any issues related to Banking or Accounts on immediate basis. Excel in providing Accounts or Banking related support to Marketing Team.
- » Self-starter, ability to manage competing priorities in a complex environment. Adept at creating efficiencies for existing or unexpected situations.

SIGNIFICANT HIGHLIGHTS

- » Exposure to SAP SD & FI module. Played major part in implementation of IFC & Impairment of Receivable as per IFRS, Faster Banking Channel Network across the Company and promoted hassle free working. Monitored successful implementation of Virtual Account concept of Banking in SAP.
- » Monitoring and developing the requirement of funds from various financial institutions for arranging and implementing those schemes which are creating the values for the Company such as SBI Electronic Dealer Finance Scheme, YES Bank Virtual Facility Scheme, SBI Cash Management Scheme to smoothen the function of Organization.
- » Maintained positive working relationship and completed work with utmost honesty. Designed and implemented systems, policies and procedures to facilitate better controlling mechanism in Banking Team.
- » Proved instrumental in handling critical situation arising in real time auto posting of payments in customer accounts. Efficiently handled accounting of expenses and revenues. Interacted with Clients for obtaining Bank Guarantee or LC.
- » Displayed exemplary performance in the past and obtained trust of the senior management by getting the role in Banking and Finance Operation and maintaining the Fund Flow Management from the month of January 2019.
- » Performing and implementing various strategies to resolve any hurdle occurred in effective utilization of Banking Network and smooth functioning of activities under process simulation.
- » Interaction and co-ordination with the Financial Institution for financing and other Banking Facility.

WORK EXPERIENCE

Jain Irrigation Systems Ltd, Jalgaon
Jain Farm Fresh Foods Ltd, Jalgaon
Senior Finance Officer

since January 2018

KEY RESONSIBILITES

- » Managing day to day finance and accounts operations related to projects and handling the full spectrum of financial and cost accounting functions such as AR, AP, GL, Forecasting, Budgeting etc. Managing timely closure of books of accounts.
- » Preparing and submitting timely monthly consolidated financial statements and payments. Handling cash-flow management reporting for submission on a daily basis.
- » Motivating, guiding and leading the various associates that processes banking related transactions. Working as a point of escalation for complex, non-routine banking financing issues and problems.

- » Identifying streams for reviewing work methods and procedures. Implementing changes in those methods and procedures to improve the efficiency of the unit.
- » Handled most complex activities associated with general ledger, financial reports, and budget. Extended support in compiling, consolidating and conducting analysis of accounting and financial information.
- » Prepared SOP's for Banking Related Projects and engaged in conducting EMD and SD follow ups and reconciliations. Participated in multifaceted duties related to the preparation and analysis of financial information to record transactions.
- » Prepared and submitted BRS statement and other financing schedules and reports to the Internal and External Auditors.
- » Researched and verified complex issues and provided strategic recommendations to management based on analysis. Implemented accounting practices and procedures in banking channels.
- » Took participation in internal audits and monitored the management of functions such as property records, general ledger and general accounting services.

**Self Occupied
Consultant**

April 2016 – Dec 2018

KEY RESONSBILITES

- » Providing consultancy to Manufacturing & Trading Concerns with respect to:-
 - Preparation & finalization of Annual Accounts
 - Interacting with statutory auditors for clarification of audit findings
 - Preparation & submission of statutory e-filings such as Income Tax Return, VAT Return, Service Tax Return, TDS Return, Registrar of Companies (MCA) Filing, ESI Return, and Professional Tax Return

**The Empire Jute Co. LTD., Kolkata
Cost Trainee**

Oct 2014 – March 2016

KEY RESONSBILITES

- » Worked as a costing trainee and was responsible for the following:
 - MIS reporting to the top management.
 - Preparation & Finalization of Annual Accounts of the Concern.
 - Budgetary Preparation- Sales Budget, Production Budget, Raw Material Purchase Budget, Total Budgeted PL Statement.

**Oil & Natural Gas Corporation LTD., Kolkata
Industrial Trainee**

Sept 2013 – Sept 2014

- » Preparation of Annual Accounts of the various ONGC Blocks as per Director General of Hydrocarbons (DGH) reporting requirements.
- » Interacting with internal auditors & Block auditors & handling their queries.
- » Preparation of cash calls, budgets & other documents as required by the Management from time to time.
- » Assisted our basin on matters related to service tax.

**R. G. Choudhury & Co., Kolkata
Article Assistant**

Sept 2011 – Sept 2013

- » Handled statutory & tax audits of the following firms:
 - R.G.Cellulars Private Ltd (a growing trading concern in electronics such as mobile handsets, DTH Connection, with a turnover of ₹ 200 Crore.)
 - Birla Building Ltd & Birla Brothers Pvt. Ltd.
 - Chhawchharia Engineering Pvt. Ltd.
- » Conducted statutory audit of the following Trusts:
 - Sitaram Bhandhar (a trust of Mr. K M Birla group)
 - Birla Haveli Museum Trust
 - Birla Charity Trust
- » Completed company's creation process under Companies Act, 2013 & Limited Liability Partnership under LLP Act, 2008
- » Statutory e-filings such as Income Tax Return, Provident Fund Return, Professional Tax Return, VAT Return, Service Tax Return & Registration.

EDUCATION

- CHARTERED ACCOUNTANT(1ST Group Cleared)(THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA)
- ASSOCIATE MEMBER OF COST ACCOUNTANTS OF INDIA (M.No 41091) (THE INSTITUTE OF COST ACCOUNTANTS OF INDIA)
- COMPANY SECRETARIES (THE INSTITUTE OF COMPANY SECERATARIES OF INDIA)
- B.COM (HONS) FROM UNIVERSITY OF CALCUTTA(UMES CHANDRA COLLEGE)
- CLASS XII (70%) & CLASS X(73%) FROM SHREE JAIN VIDAYALAYA UNDER WEST BENGAL BOARD OF SCHOOL AND STUDIES