

SOURAV JANA

Targeting assignments in **Accounts & Finance and MIS & Reporting** with an organization of repute, preferably in **West Bengal**

Profile Summary

- A result-oriented professional with **8.5 years** of experience in **Procurement, Stock Accounting and Accounts & Finance** across various industries
- Skilled in **preparing & updating MIS reports** based on variance analysis for supporting revenue & expense calculation on a monthly & quarterly basis
- Proficiency in **managing financial accounting**, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts
- Skills in managing various operations including **financial, purchase, stock accounting** and accelerating the business growth
- Experience **resulting in better financial performance and enhanced systems** for higher performance of the team
- A keen planner with **expertise in managing a wide gamut of accounts/ finance** operations encompassing accounts finalization, fund management, audits & taxation
- In depth knowledge of **Tally Entry (ERP 9), Finacle and TDSMAN**
- Skills in **conducting systems audit & process audit** functions including detailed plan and covering aspects of the business
- A team player & a leader with numeric aptitude and analytical skills

Work Experience

Since Mar' 15: **Darpan Conclave Pvt. Ltd., Kolkata**
(Team Size: 20 Members)

Growth Path:

Mar' 15 – Feb' 16: Accounts Executive
Since Feb' 16: Assistant Manager - MIS

Role as Assistant Manager – MIS:

- Creating & maintaining reports in MS Excel & Access for allowing the company to get information on daily business activities
- Preparing monthly performance status reports to senior management as well as generating, maintaining, analyzing & present daily/weekly/ monthly reports
- Coordinating with vendors regarding the costing, thereby negotiating with them
- Ensuring price negotiations with supplier for settlement of cost for materials
- Accounting for raw material, incoming material; making appropriate arrangements to ensure timely deliveries; processing the bills of the vendors
- Conducting physical verification of stocks & reconciling with books; preparing necessary records to track the inward / outward movement of goods
- Spearheading reconciliation of accounts receivable trial balances with the general ledger control account
- Monitoring & maintaining of all advance deposits received and balancing them to the general ledger at month end

Role as Accounts Executive:

- Presented a true & fair view of the financial position of the company by way of timely preparation of annual reports ensuring analyzing the expenditure on a monthly basis to control expenses
- Maintained MIS & reports, evaluated them for facilitating decision-making process
- Administered preparation & maintenance of various books/registers including. Cash, Bank Books, GST Calculation, fixed assets register to ensure smooth accounting operations

Skill Set

- Procurement
- Stock Accounting
- MIS & Reporting
- AR / AP Management
- Accounts & Finance
- Auditing
- Cash Management
- Statutory Compliances
- Team Management

Academic Details

- B.Com. from IGNOU in 2012
- XII from Shyampur High School Howrah, WBCHSE in 2005
- X from Moula Netaji Vidyalaya, Howrah, WBBSE in 2003

IT Skills

- MS Office (Advanced Excel, Access)
- Tally 7.2/ 9
- Finacle
- TDSMAN

Jul' 13 – Mar' 15: VMD & Associates, Kolkata as Accountant & Audit Assistant

Nov' 12 – Jul' 13: S. Gattani & Co., Kolkata as Accountant & Audit Assistant

Role:

- Managed a gamut of activities including accounting, Tally, VAT, Taxation, concurrent audit, stock audit, revenue audit, bank audit & others
- Prepared tax plans and ensured timely assessment and filing of direct & indirect tax returns and service tax in compliance with Statutory Tax Acts
- Maintained statutory books of accounts and reconciliation of financial statements in compliance with the norms as well as ensured smooth operations of banking process

Personal Details

Date of Birth: 2nd November 1986

Languages Known: English, Hindi & Bengali

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Howrah - 711315