

# SUJEET HALDER

Mobile: + 91-8802969597 || E-Mail: sujeet.halder1992@gmail.com

Address: H. No. A217, Surdas Colony, Near Sec-91, Faridabad, Haryana-121003

Looking for mid to senior level opportunities in Finance & Accounts / FP&A Process with an organization of repute



## PROFILE SYNOPSIS

- Result driven professional with over six years of experience in Finance & Accounts.
- Currently associated with HT Mobile Solutions Limited (Accounts & Finance) as Assistant Manager Finance.
- Expertise in account management, accounts receivable/payable, Ledgers, Trade payables, receivables statements, Profit & Loss account, Balance sheet & TDS.
- Proficient in managing query resolution by teams for internal business users and external suppliers.
- Experience in preparing TDS and Annual Income Tax Returns and finalization of annual accounts.
- Dexterity in managing various accounting activities viz. bank reconciliation, stock verification, account finalization, preparation of financial account statement, trial balance, profit & loss & balance sheet.
- Analytical and logical thinker with a strong background in strategic and organizational planning. Dedicated, self-motivated and team player.
- An effective communicator with excellent relationship building & interpersonal skills.
- Ability to work closely with others as a team player with a positive attitude, willingness to help others and the ability to work with minimal supervision.



## CORE SKILLS

Finance & Accounts  
Vendor Payments  
Statutory & Internal Audit  
Shared Service Center

System Upgradation  
Reconciliation  
SAP / SSC FIORI  
Cash Flow

Monthly/Quarterly Closing  
MIS Reporting  
Variance Analysis  
Accounts Payable / Receivable



## PROFESSIONAL EXPERIENCE

November 2017 – till date with HT Mobile Solutions Limited (Accounts & Finance) as Assistant Manager Finance

- Accounts & Finance operations for Delhi and Corporate Monthly MIS, Provisioning, Monthly/Quarterly Closing and Expense related reports for Operating Expenses.
- Processing PAN India Vendor Payments and Customer refund Payments including all businesses and subsidiaries.
- Uploading payments and Disbursement of Vendor Payments through CITI Direct and HDFC E-net Portal.
- Controlling outstanding AP transactions are reconciled in a timely and accurate manner in order to ensure prompt payment to vendors.
- Processing and controlling PAN India Salary related Provisioning like Performance Bonus, EGA, AVPB, RB and other employee reimbursements on Month/Quarterly closing.
- Preparation of five week rolling Cash Flow payment template for all businesses and report the same for further approval and rationalization and also preparation of Forecast Vs Actual payments in this regard.
- Approving & Posting with PO, without PO & Vendor advances invoices relating to accounts payable for the location of Maharashtra, Bihar, Punjab, Uttar Pradesh, Uttarakhand and Kolkata by using software of Shared Service Centre (SSC) and FIORI for SAP.
- Review and collaborate with Accounts Payable team on invoices for proper GL and Cost center combination.
- Processing Purchase Orders to vendors post verification of Approval Flow, Contracts and Quotation.
- Controlling & Amortization of PAN India Prepaid entries for all businesses.
- Fund Management for vendor payments on daily and weekly basis along with Treasury Department.
- Preparation of Corporate Salary MIS and report the same to Management on monthly basis.
- Preparation of Corporate Finance and Ad for Equity MIS on monthly basis.
- Preparing Vendor Payment Rationalization on quarterly basis and report the same to management.
- Core team member in System Upgradation of SAP FIORI.
- Testing and Implementation of SAP FIORI Applications that are used in regular Business function like Work Approvals, Financial Applications, Calculation Applications and Various Self-Service Apps to implement robust internal control

through automation in system and making them user friendly.

- Support in UAT of new SSC/SAP developments to implement internal controls thru automation of manual processes on SSC Platform.
- Implemented the Encryption setup in SAP for vendor payments.
- Implemented the cash delivery on CITI Direct for PAN India Locations.
- Controlling of Leaseline & CSR expenses as per Budget thru Internal Order in SAP.
- Controlling of Event expenses as per Event P&L (In accordance with Event policy) thru Internal Order in SAP.
- Resolutions of all types of queries of multiple stakeholders regarding vendor payments.
- Arranging Vendor Balance confirmation on Half and Yearly basis.
- Reconciliation of Vendor Accounts.
- Review of open GRN/SRN entries on monthly basis.
- Creation of Purchase Requisition and Purchase Order.
- Assisting in Internal Audit, Statutory Audit & ICoFR Management auditors in conducting audit on Quarterly and Yearly basis and providing supporting documents as per their requirements.

#### July 2015 – Oct 2017 with HT Media Limited (Accounts & Finance) as Finance Executive

- Involved in processing PAN India vendor Payments including all business and subsidiaries.
- Posting & approving invoices relating to accounts payable for location of Maharashtra, Punjab Central UP, Bihar, and Uttarakhand by using software of Shared Service Centre (SSC)
- Creation of Purchase Order by using software of Shared Service Centre (SSC)
- Creation and Updation of Vendor codes and Internal Order.
- Processing Employee related reimbursements as per Company norms.
- Assist in preparation of various types of MIS and Reconciliations.
- Preparing Cash Flow report on weekly basis.

#### Aug'14 to Jun'2015 with Mass Private Limited & Sapient Services Pvt. Ltd. (Accounts & Finance) As Accounts Executive / Assistant Accountant

- Processing expense related invoices and vendor payments in Tally on monthly basis.
- Involved in processing employee related reimbursements as per company norms.
- Handled reconciliation of TDS sections and filling their returns.
- Prepared Expense related MIS reports and managed various reconciliations of ledgers.



### Awards & Achievements

- Awarded as **Finance Top Gun** for SAP Upgrade and Implementation of SAP FIORI Platform.



### ACADEMIC CREDENTIALS

2013 – 2015                      **M.Com. from IGNOU**  
2009 – 2012                      **B.Com. from University of Delhi**



### IT SKILLS

- Complete working Knowledge of SAP FICO & MM
- SSC FIORI
- SSC (Shared Service Center)
- Tally ERP 9, Tally 7.2
- Good Working knowledge of MS-Office



### PERSONAL DETAILS

- Date of Birth                      :              April 05, 1992
- Languages Known              :              English, Hindi, and Bengali