

Tuhin Ganguly

Hiring Manager
H R Department

Sir/Madam,

Your job posting for Manager/ Senior Manager - Accounts caught my attention because my experience so far has been in a similar field. I am familiar with the challenges and can help with better and new methods to solve the same. In addition to proactively leading the Accounts departments, I am a strategic Assistant Manager in my current position and serve on the management team.

Your posting emphasizes an eagerness to learn and continuously improve. I am keen on joining an organization where I can continue to provide creative inputs to the strategic business issues while also implementing forward-thinking talent management strategies. Your advertised position appears to fit my experience, accomplishment, and education. My knowledge & dedication have allowed me to grow and develop professionally and as an achiever, a leader.

I would be grateful for an opportunity to demonstrate my capabilities and your expectations further in an interview. Please feel free to contact me to arrange a meeting at your earliest convenience. In closing, I would like to thank you for taking the time to consider my application and I do look forward to hearing from you.

Thanks & Regards
Tuhin Ganguly



Tuhin Ganguly



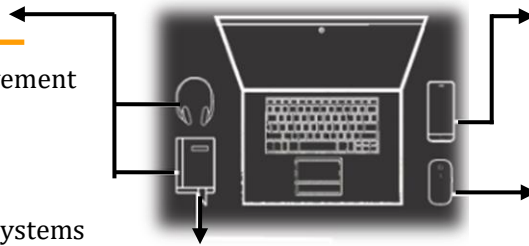
COMMERCIAL/ADMINISTRATION - AUDIT

Location Preferences: (Kolkata) West Bengal

Looking for a growth oriented organization that will utilize my experience and expertise. I am seeking a position driven by challenges which provide an environment to be more creative, to work both independently and as a part of a team so that I can utilize and expand my knowledge and skills, to grow, prosper and prove my abilities in a conductive way.

Professional Skills

- Identifying process improvement opportunities to increase accuracy, efficiency and timeliness related to desk processes, procedures, or systems used to support daily activities.
- Continually monitoring and refining workflow and business processes to improve/enhance the settlement process.
- Developing and maintaining strong relationships with internal departments and external organizations to answer questions and resolve issues.
- Knowledge of direct tax and indirect tax, GST.
- Conducting operational, financial, process and system audits designed to review and appraise the client organization's activities, system, and controls.
- Outstanding knowledge of Tax, TDS, GST working and filling, Generating GST invoice, Bank reconciliation, cash & petty cash handling, etc.



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31st Dec 1964



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Core Competencies

Sales & Marketing	Assignment in the domain of strategy planning
Project Management	Business development
Key relationship building	Business Development
Sale Enhancement	Administration Management
Team Managing	Handle Documentation

Academic Details

1983: **B.Com** from Gauhati University.

Career Timeline

- Aug'2009: till date **Berger Paints India Ltd.**
- Aug'2004: Aug'2009 **TCL India Holdings Pvt. Ltd**
- Feb'2000: Jul'2004 **Thomson Multimedia India Pvt. Ltd.**
- Mar'1987: Jan'2000 **Eagle Flask Ltd.**
- 1986: 1987 **Metro Tyres Pvt. Ltd.**

Soft Skills





**Working at Berger Paints India Ltd.
As a Assistant Manager (Commercial)**

Role Description:

- Admin Manager (Admin control)
- Statutory Control like GST, TDS etc.
- Credit Control/Debtors Control/ Expenses Control.
- Completion of Sale Tax assessment on time and with accuracy
- Maintaining good relationship with the Officials like Commissioner/ Supdt. Of Taxes etc.
- Agreements with various transporters and solving logistics issue
- Regular monitoring of high net worth dealers and taking care of dispatch of materials. Handling related issues.
- Completion of Balance Confirmation of all the Dealers.
- Controlling of entire CFA operation, Transportation.



**Worked at TCL India Holdings Pvt. Ltd
As a Assistant Manager (Commercial)**

Role Description:

- TCL India Holdings Pvt. Ltd, erstwhile Thomson Multimedia India Pvt Ltd is the Indian arm of the Global Electronics and Appliances conglomerate operating world over.
- Responsible for all branch accounting and administration.
- Handling all HR Practices and procedures of the branch
- Compliances of all statutory requirements including sales tax, registration, labour laws and other Government requirements.
- Debtors Control
- Credit Control
- Expenses Control



**Worked at Thomson Multimedia India Pvt. Ltd.
As a Senior Executive (Commercial)**

Role Description:

- Responsible for all branch accounting and administration.
- Handling all HR Practices and procedures of the branch
- Compliances of all statutory requirements including sales tax, registration, labour laws and other Government requirements.
- Debtors Control
- Credit Control
- Expenses Control
- Timely Reportings to Higher Authority with Accuracy
- Timely completion Sale Tax assessments.



**Worked at Eagle Flask Ltd.
As a Branch Accountant**

Role Description:

- Compliance of statutory requirements.
- Interacting and managing the vendors.
- Handling C & F operations- timely deliveries, documentation and allied activities.
- Handling freight and allied expanses.
- Dealer reconciliation.



**Worked at Metro Tyres Pvt. Ltd.
As a Branch Accountant**

Role Description:

- Compliance of statutory requirement.
- Responsible for all banking transaction of the branch.
- Responsible for sales and income Tax Matters.
- Ensure high level of customer satisfaction.

- Ensure best customer service is provided to the clients keeping in mind the thin line between risk and customer service.
- Manage sales documentation maintenance.
- Coordination and inspection for the defective stock and display of pop up material.

Projects:-

- Certificate received for being the All India Best Performer for the tenure- 1st Jan2007 to 30th June'2007 in TCL India Holdings Pvt. Ltd.
- TCL Rowan Star (All India) for the month of December2005 in recognition of outstanding contribution to parameters like Expense reduction, Sales Support, Overdue Collection, Godown discrepancy management, dealers reconciliation etc
- TCL Rowan Star (All India) for the month of Aug 2005 in recognition of outstanding contribution
- TCL Rowan Star (All India) for the month of May 2005
- Granted a Onetime special incentive and certificate from Thomson Multimedia India Private Limited in recognition of the initiative taken on the subject of accounts reconciliation.
- All India Best Person in reporting during the year 2001- Thomson Multimedia India Private Limited.
- 6 years of pending Sale Tax Assessment completed within 1 year immediately after joining

Organisational Training Programs:-

- Advanced Microsoft Excel 2016 Training Program in association with Berger Paints India Ltd on 25th June 2018 issued by Microsoft Certified Trainer.

Strengths:-

- Self-motivated, confident and diligent
- Perform miscellaneous job-related duties as assigned
- Self-prioritizing and team player with excellent communication skills
- Ability to lead and influence
- Strong business acumen; ability to relate professionally with customers and colleagues
- Sincere, Disciplined and Punctual

Languages:-



Hindi/Assamese/ Bengali: - Native and Bilingual Proficiency



English: Full working Proficiency

Personal Information:-

- Father' Name: Mr. Santi Ganguly
- Marital Status: Married

Tuhin Ganguly