**Career Summary**

**More than 24 years of rich experience in Finance & Accounts across various industries like Consumer Durable, Travel, Project Engineering, Media, Entertainment and Pharmaceutical. Have successfully finalized Audit for the last 8 years without any major non compliances and am controlling entire gamut of Fixed Assets Cycle and ensuring Company & Statutory Compliances. Controlling Receivables & Payables Preparing Financial Analysis by applying Financial Ratios . Knowledge of calculating NPV, ROI & IRR . Have implemented Customized Reports which have resulted in savings of costs & time taken.**

I am now seeking a suitable Senior Management level assignment in the Accounts or Finance functions.

**Professional Experience**

**Currently working self as Accounts consultant for various cooperative housing societies from Aug 2013 till now.**

**Responsbilities :** Managing the cooperative Soceity accounts till Finalization and ensuring statutory compliances.

**Nycomed Pharma Private Limited- Mumbai (MNC Phamaceutical R&D Company in Mumbai) May 2004 –Jan**

**2013**

**Designation : Manager - Accounts**

Key Responsibilities:

* Initially responsible for **setting up of Accounts, HR, Purchase and Admin Department for a Pharmaceuticals R&D Start-up company.**
* Responsible for incorporation of the New Company. **Preparing and Filing all required documents with ROC.**
* Handled all the Accounts Function independently for 2 years along with Purchase and Administrative functions.
* Responsible for **Year End IFRS Audit and coordinating with the Auditors for the successful completion of various audits – Statutory, Tax, Internal Audit , and Transfer Pricing studies with no Major non compliance**.
* Preparing **Monthly, Quarterly and Annual Estimates/Budgets and Variance Analysis for the same**.
* **Global Monthly Financial Reporting in SMART & HFM System**.
* Responsible for **Monthly closing of Accounts**.
* Controlling **Receivables & Payables**
* **Cash flow reporting , Budget Planning & Actual Reporting** through Trinity Package.
* Responsible for overall supervision and **finalization of Accounts as per Revised Schedule VI.**
* Controlling **entire Cycle of Fixed Asset Accounting**.
* Providing assistance to tax team for **various tax assessments**
* Assisting consultants in preparing details for **filing of Vat Service Tax & Income Tax Returns**.
* **Managing a team of four and reporting directly to Associate Director Finance & Company Secretary on a daily, weekly and monthly basis.**

Key Achievements:

* **Saving of INR 85 Million rupees by setting up of EOU Facilities for our R&D start up organization, by way of Customs & Excise Duty.**
* **Savings of INR 25 Million by way of Service Tax Rebate from the Government.**
* **Supported in timely implementation of SAP Version R/3, resulting in a, go live within 3 Months**
* **Implemented Fixed Asset Register & Financial Statement Version both for IFRS Audit and Statutory Audit in SAP.**
* **Identified as Compliance Champion for ensuring the Company Compliance And Statutory Compliance.**
* **Successfully Finalized Statutory Audit for the last 8 Years without any major noncompliance.**
* **Undertook various cost saving measures, thereby increasing the profitability of the company**
* **Identified as KEY USER for FICO module**
* **Awarded with a letter of appreciation for fast implementation of SAP within a record period of three months.**

**Zydus Altana Private Limited –Mumbai (Pharmaceutical API Manufacturing Co in Mumbai) Jan 2004 to May 2004**

Accounts Consultant

Key Responsibilities:

* Responsible **for MIRO & FB 60 Bill Bookings and Payables in SAP**
* Preparing **MIS Reports for the Management for their Decision making Process**.
* Preparing **Creditors Ageing Analysis on a Monthly basis.**
* **Ledger Scrutiny of Debtors Creditors & General Ledger.**

Key Achievements:

* **Successfully avoided Non Compliances in Audit, by taking the initiative to update Bank entries in SAP, pending for six months**
* **The above also enabled Bank Reconciliation and timely closure of books of Accounts**

**Cuecom Entertainment Private Limited -Mumbai (Television Media Company in Mumbai) Feb 2000- Dec 2003**

Designation : Deputy Manager Finance

Job Profile:

* Responsible for Working Capital Management and Outstanding Collections, preparing Monthly Projection of Debtors outstanding,
* All Budgetary Controls
* Liasoning with Bank and Financial Institutions for Management of Funds like arranging factoring of Bills.
* Finalization of Accounts
* Knowledge of Preparing CMA Reports for long term fund requirements.
* Reporting to Head of Finance & Accounts .

Key Achievements:

* **Successfully negotiated and arranged for a Factoring facility with HSBC Bank in Mumbai for running our operations at our Headquarter in Chennai.**

Black Cat Construction W.L.L. -Qatar (Oil & Gas Construction Co) March 1998- May 1999

**Designation : Project Accountant**

Key Responsibilities:

* Supervision of workers **timesheets on daily basis and processing of Payroll for 1500 workers**
* Preparing of **WIP sheets for Oil Wellheads as per Project**.
* Preparing **Variation order Reports As per Projects**
* Daily Checking of Store Documents and their entries in Opman Package
* **Verification of Stores Material on a** **Quarterly and Annual Basis for Stock taking** and sending the report to the Management in the Head office at Doha.
* Ensuring **Stock materials are issued as per Job Activity and Project wise**
* Co-coordinating with Bankers for Smooth operations.

Key Achievements:

* **Successfully monitored & achieved a shut down project, at Qatar Petroleum within the scheduled target date.**
* **Ensuring timely payment of wages to 1500 workers, through effective supervising of Timekeepers.**
* **Preparing Variation Orders Invoice and getting it approved from the Qatar petroleum thereby increasing the company profits other than the Approved Contract Amount.**

**Stic Travel Private Ltd. –Kolkata (GSA of Airlines) Nov 1993-March 1998**

**Designation : Accounts Officer**

Key Responsibilities:

* Preparing **Trial Balance & Accounts, cashflow**
* Monitoring **Credit Limits for Non IATA and IATA Agents**
* Preparing ASR & PSR Statement to Airlines on fortnightly basis.
* All Statutory matters such as **ESIC, PF, Shop & Establishment Act & Service Tax, Payments & Returns**.

Key Achievements:

* **Timely Collection of outstanding Receivables from Non IATA Agents**.

**Videocon International Ltd. -Kolkata ( Manufacturing Co) Jan 1991-Oct1993**

**Designation : Accounts Assistant**

Key Responsibilities:

* Preparing Sales Invoice
* Dealers Outstanding Statements
* Filing of Sales Tax Returns and Collecting Form C
* Preparing Petty Cash Statements

**Krishnamurthy Subramanian & Associates, a Chartered Accountancy Firm -Kolkata March 1988-Dec 1991**

**Designation : Accounts Assistant**

Key Responsibilities:

* Looking after Clients Books of Accounts Such as Preparing Trial Balance, Bank Reconciliation, Profit & Loss and Balance sheets.

**Education**

1. Bachelor of Commerce from Calcutta University

**Computer Proficiency**

* Fully conversant with computer software like **SAP Version R/3, Tally And Oracle Opman**
* Reporting tools like **MS Office, SMART, Trinity and Hyperion**.
* Vlookup,Pivot Table,

**Certifications / Training Programs Attended**

* **Awarded with Certificate for Continous performance for 5 Years in Nycomed Pharma Private Limited.**
* **Training on Revised Schedule VI conducted by T.P.Ghosh**
* **Leadership skill by Kursheed Merchant**
* **Supervisory Skills by Rajiv Kumar Luv.**
* **Income Tax & FBT by Vinod Kumar Singhania**
* **High Impact Presentation skills by Steven Calveley**
* **Attended Various IFRS Trainings in Abroad Conducting by Our Company Nycomed Pharma.**

**Personal Details**

* Date of Birth : 7th January 1967
* Marital Status : Married
* Languages Known : English, Hindi, Kannada, Bengali and Tamil

**References**  : Available on Request.