 **BIJAY**

**BIJAY.359801@2freemail.com**

Seeking managerial assignment in Retail Operation / Accounts management / Client Servicing with an organisation of high repute

 **Preference: Bangalore / Kolkata**

**Profile Summary**

* Offering over 10 years’ of experience in domain of Finance and accounts management
* Proficient in preparing and maintaining statutory books of accounts with extensive knowledge in handling taxation and auditing related matters
* Adapt at managing day to day accounts related activities in co-ordination with internal / external departments for smooth financial operations
* A budding leader with excellent communication skills

**Core Competencies**

* Maintaining the financial system used to track plan, forecast, and actual data on monthly basis
* Using spreadsheet and MS power Point to analyze financial data, Spot trends and develop forecasts
* Measuring financial and operational performance viz. Financial ratio, key performance indicators, budget models and management reports
* Assessing financial data thereby identifying key issues to maximize profit/ minimize expenses
* Providing senior management with analyses & report that support long term/short term business planning
* Identifying improvement areas & implementing measures to maximize customer satisfaction levels
* Addressing the Customer queries regarding sales transactions & solving them on floor instantly

**Employment details**

14-Jan-2005 – Till date with Shopper’s Stop Ltd, as Account Executive (Finance & Accounts)

**Role:**

Preparing and maintaining statutory books of accounts; looking after the reconciliation of financial statement in compliance with norms

Presenting a true and fare view of the financial position of the company though timely preparation of annual reports ensuring detailed analyzing of the expenditure on a monthly basis to control expenses

Planning and managing activities to ensuring completion of the internal, statutory and external audits within time and cost budget under the company act,1956

* Preparation and review of MIS reports and analysis the same for providing feedback to the top management on business performance, viz. monthly turnover, profitability, etc.
* Monthly BRS, Credit Card Reconciliation & Physical Stock Reconciliation
* Responsible for Petty Cash entries in Accounting Package base on Oracle
* Preparation Weekly Health Check Report
* Analysis & reporting of Debtor’s ageing & follow up on commissions & other receivables.
* Responsible for handling entire Account Payable and Receivable part in Accounting Package base on Oracle.
* Responsible for preparing Prepayment Deduction Report.
* Responsible for Services Office Reco with unit, Inter Unit Reco with other units.
* Taking care of the Front End Cash points & solves any difficulties faced by them.
* Responsible for timely appraisals & development of subordinates.
* **Highlights:**
* Played a good role in checking and auditing entered consolidators invoices & expenses reports before realising or transfer to GL accounts through different payment mode
* Prepare various reconciliation statement
* Handling TDS related activates like deduction and sending final report to Service office
* Continues monitoring of Inter Branch reconciliation and pass the necessary entry within the time
* ***Current Salary: Rs. 343794/- p.a. including PLRS.***

**Education:**

 B.com. Graduate from Dr Baba Saheb Ambedkar Marathawada University` 2004.

* Class X11 and Class X From CBSE board in the school Guru Teg Bahadur Public School.

**IT Skills:**

Flair with MS Office, Windss ,AS400 & Oracle Accounting Package

**Personal Details:**

* + Date of Birth: 24 -11-1982
	+ Nationality: Indian
	+ Languages Known: English, Hindi, and Bengali.