

FINANCE MANAGER

Professional Summary

To attain a responsible position in an organization of repute where I can utilize my accounting expertise to prepare fair and accurate financial documents for the organization.

Core Qualifications

Well versed with Windows Operating System, Microsoft Office, Internet Operations, Oracle ERP, SAP & Tally Date : Signature :

Experience

Finance Manager

January 2012 Company Name i¼ City

- RICOH India Ltd is 73.6% Owned subsidiary company of Japan base RICOH Co.
- Ltd.
- They are basically deals with manufacturing and installing office automation equipment like multifunctional printer, copier, fax etc.
- They have 14 branches and 230 dealers in all over India.
- with average sales revenue 10 billion.
- New Delhi/NCR as a Senior Finance Executive(from 20th Sept'12 to 16th Feb'15) Key Responsibility: Budgeting & forecasting as well as critical point analysis.
- IRR & NPV Calculation for project valuation Using Treasury management tools vide Fund flow, Cash Flow and change in working capital statement.
- All debtors management (Region wise) .Finalisation Of Accounts (Northern region), customer dealing.
- Calculation of dealer commission and employee commission Audit Scheduling and document preparation.
- Balance Sheet and Profit & loss statement analysis for raising the short term bank loan Operating Expenses as well as Capital Expenditure controlling.
- Revenue recognition for prepare the profit & loss, Inter branch reconciliation.
- Prepare rolling Budget to set expectation from monthly operating performance.
- Prepare the collection register for controlling the Debt and collection.
- PPT presentation for MIS reporting.
- Maintain the Assets Register and calculate the depreciation on monthly basis.
- Bank Guarantee and letter of credit preparation (For foreign Remittance) and also require supervising the team for Government liaison.
- Supervise the entire Finance Team (6 +4 Person) of North Region as well as corporate budgetary Team.
- Kochi as a Branch (from 18th Feb'15) Key Responsibility: Finalisation Of Accounts (Branch), customer dealing.
- Debt Management and aging analysis for the Branch Calculation Of dealer commission and employee commission Audit Scheduling and document preparation.
- Branch Operating Expenses controlling.
- Revenue recognition for prepare the profit & loss, Inter branch reconciliation.
- Prepare rolling Budget to set expectation from monthly operating performance.
- Prepare the collection register for controlling the Debt and collection.
- PPT presentation for MIS reporting.
- Maintain the Assets Register and calculate the depreciation on monthly basis.
- Credit Controlling, taking care of collection as well as controlling the entire branch finance Operation.

February 2008 to September 2012 Company Name

- Kolkata & Hyderabad | Finance Executive Erstwhile Coates of India Limited established in 1937, DIC India Limited is a subsidiary of Japan based Dainippon Ink & Chemicals.
- DIC India along with its subsidiaries sells and produces printing inks.
- The products include black ink, print finish ink, offset ink, screen and liquid printing inks.
- It also produces synthetic resins, polyurethane lamination adhesives, press room chemicals & rubber blankets.
- A wide array of UV lacquers is marketed under the Viocure brand name.
- Key Responsibilities: All debtors management (Region wise) .Finalisation Of Accounts (Eastern region), customer dealing.
- Budgetary control and critical point analysis with control.
- Fund flow , cash flow & working capital statement analysis.
- All kinds of MIS reporting related with accounts i.e.
- Liquidity Analysis, working capital consumption statement, cash flow analysis, bank reconciliation statement, monthly Liability statement, monthly expenditure statement, monthly collection statement etc.; Prepare the monthly as well as weekly financial report.
- Raising the short term bank loan for immediate funding.
- Supervise the Govt liaison with various tax department.
- Bill of Exchange preparation, insurance claim, follow-up with other region for sales tax related issue and other accounting issue, Bank Guarantee and Export documentation preparation, creditors bills processing; Service Tax, Central Excise, PF, ESI Etc.

Kolkata | Finance Officer

May 2006 to January 2008 Company Name

- A leading manufacturer of flameproof equipment in the country.
- This company having a joint venture with SAIT Mining of France is engaged in manufacturing of Transwitch Unit, NFLP Starter, Halogen Bulbs widely used in Mining Sector.

- The company has installed vast and exhaustive range of the flameproof mining equipment in the Indian coal mines.
- These range from Lighting transformers, drill panels, field switches, to boltless gate end boxes.
- Over 3000 flameproof air circuit breakers are in operation on an all India basis.
- Functional Role: Finalisation Of Accounts, Debtors and Creditors Management, Cash Flow Statement, Central Sales Tax as well as Vat tax return submission, sales tax assessment, Way Bill, C form, E1 form, Provident Fund, ESI, Central Excise, Bank Guarantee, Letter Of Credit, BRS Etc.

Kolkata | Account Assistant

April 2004 to April 2006 Company Name

- A city based garments manufacturing firm.
- Functional Role: Finalisation of Accounts.

Education

Bachelor of Commerce : 2004 Calcutta University i¼ City

Accomplishments

- Current Organization : RICOH India Limited Current Designation : Branch Finance Manager Current Location : Kochi Software Use : Advance ERP Total Experience : 9 years Highest Qualification : Bachelor of Commerce [Honors] Notice Period : 30 Days Date of Birth : 2 April 1983 Phone : 09643890956 (NCR).

Skills

accounting, approach, balance, Balance Sheet, bank reconciliation, Banking, bookkeeping, book keeping, Budgeting, Budget, C, cash flow analysis, Cash Flow, Cash Flow Statement, Excellent communication, Cost Analysis, Credit, documentation, ERP, fax, Finance, Financing, financial, financial and accounting, Financial Management, financial report, forecasting, Foreign Exchange, Functional, Government, Ink, insurance, leadership skills, Lighting, Exchange, Microsoft Office, office, Windows Operating System, MIS, Multitasking, negotiation, office automation, Oracle, organizational skills, copier, Excellent presentation skills, press, pricing, printer, Profit, reporting, Sales, SAP, Scheduling, supervising, switches, Tax, time management, transformers, Treasury, UV, valuation, wise