



MALAY DEBNATH

28/1, Athpur Mulajore, New Chord Road, P.O. – Athpur (Shyamnagar),
District – North 24 Parganas, Pin – 743 128, (W.B.)
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Seeking for a more challenging opportunity position in Finance & Accounts with a forward thinking company where I can excel, deliver & achieve my potential

PROFESSIONAL OVERVIEW

- An incisive professional presently working in **St. Augustine's Day School – Barrackpore (A ICSE & ISC Affiliated English Medium Higher Secondary School)** as a **Sr. Accountant** and total experience of 18+ years in Finance & Accounts.
- **MBA (Finance)** from University of Madras, Chennai in the year 2014.
- Proficient in Interpersonal transactions and analytical skills essential for decision making.

AREAS OF EXPOSURE

Finalization of Accounts :

- Preparation & maintenance of books of accounts & financial statements including finalisation of Profit & Loss Account and Balance Sheet by assisting CA.

Budgeting & Fund Planning / MIS/ REPORTS:

- Preparation & Finalization of Projected/Actual Budgetary Projections.
- Receiving and downloading data from different sources and formatting data using by EXCEL.
- Handling multiple reports, working with formulas, pivot tables & pivot charts, and various other excel sheet components for accurate data.
- Interacting with client directly for Business Conversation (through Email)
- Submitting ageing schedule for updated information & control of sundry creditors thereby.
- Preparation of MIS Reports and evaluating the same for facilitating decision making process.

Cash Flow Management :

- Preparation of Cash Flow Statement, Determining variance between projected & actual cash flow figures and suggesting corrective actions.
- Submitting Daily Inward funds, Outward funds & other expenses report to management.

Payment Management :

- Control over Clients & Associates payments and their credit period for payments.
- Preparing Fund Flow on daily basis, Prioritising Payments, Processing International Payments.
- Liaise & coordinating with banking officials with regard to payments & other issues.
- Daily reconciling of all bank accounts to keep payment scenario updated.
- Submitting Monthly Bank Reconciliation Statement.

ORGANISATIONAL EXPERIENCE

November '2020 - presently at St. Augustine's Day School – Barrackpore (An ICSE & ISC Affiliated English Medium Higher Secondary School) as a Senior Accountant

- Prepare the accounts up to Finalization including Profit & Loss a/c and Balance Sheet.
- Ensuring timely payments of EPF, ESI, Professional Tax, TDS etc and Filing of returns.
- Processing, Accounting and Payment of Vendors.
- Bank Reconciliation and managing all banking relationships.
- Processing Payroll and disburse of Staff salary.
- Assisting in internal audit with the auditors.
- Generation of different types of Reports.

February '2016 – November 2020 at Sudhir Memorial Institute (A CBSE Affiliated English Medium Higher Secondary School run by a Charitable Trust) as a Senior Accountant

- Up to Finalization of accounts including Profit& Loss Account and Balance Sheet.
- Ensuring timely payments of GST, EPF, ESI, P. Tax, TDS etc.
- Done all Accounts Payables, BRS, & managing all banking relationships.
- Processing and disburse of Staff salary.
- Maintaining Journals, Ledgers, General Accounting, Conversant with Tally ERP.
- Generation of different types of Reports.

November '2009–February 2016 at S. Majumdar & Co.(Patent & Trademark Attorneys) as an Accountant

- Financial Statements : Assisting in finalization of accounts & preparation of financial statements including Profit& Loss Account and Balance Sheet with CA.
- Taxation : Ensuring timely payments of PF, ESI, P. Tax, Service Tax, TDS, VAT etc.
- Accounts Payable: Processing, Accounting and Payment of Vendors, Maintaining vendor credit period for making payments.
- Bank Reconciliation Statement on monthly basis, Reports to banks & communicating with banks, managing all banking relationships.
- Maintaining Journals, Ledgers, General Accounting, Conversant with Tally ERP.
- Assisting in internal & external audit with the auditors.
- Generation of different types of Reports and MIS.

September' 2006 - November '2009 at GE Money Financial Services Ltd. as an Audit Supervisor

- Maintaining & Supervise Delinquent Customers for their credit terms.
- Control in-house Collection Audit team.
- Independently handle payment reconciliation & Managing all Banking Relationships.
- Handling hard Cash independently.
- Maintaining MIS Reports and evaluating the same for facilitating decision making process.

June'2002 - September' 2006 at Prince Marble Pvt. Ltd. as an Accounts Assistant

- Assisting in finalization of accounts including Profit & Loss and Balance Sheet with Senior Accountant.
- Updating day to day transactions (Purchase, Sales, Receipt & Payment vouchers, bank reconciliation, booking of VAT, CST, P. Tax) in Tally package.
- Maintaining different types of MIS Reports.

EDUCATION

- MBA (FINANCE) from University of Madras - Chennai – 2014
- GRADUATION (COMMERCE) from Rishi Bankim Chandra College (University Of Calcutta) - 2001.
- HIGHER SECONDARY EXAMINATION from Athpur High (H/S) School - 1998.
- MADHYAMIK EXAMINATION from Athpur High (H/S) School - 1996.
- IT SKILLS: MS Office (Excel & Word), TALLY ERP, Internet savvy.

PERSONAL DETAILS

Father's Name : Sankar Debnath
Date of Birth : 25th December 1979
Marital Status : Married
Sex : Male
Religion : Hinduism
Language Known : English, Hindi and Bengali

Date :

Place : Shyamnagar.

(Malay Debnath)