**MALAY DEBNATH **

28/1, Athpur Mulajore, New Chord Road, P.O. – Athpur (Shyamnagar),

District – North 24 Parganas, Pin – 743 128, (W.B.)

Mobile : 98315 50572, E-mail : debnathmalay@gmail.com

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 (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 with CA and along with all statutory matters (GST,TDS, EPF, ESIC & Professional Tax )

**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 (An ICSE & ISC Affiliated English Medium Higher Secondary School) as a Senior Accountant.**

* Prepare Finalization of accounts including Profit& Loss Account and Balance Sheet .
* Ensuring timely payments of EPF, ESIC, Professional Tax, GST & TDS.
* 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, PF, 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 EXAMIMATION 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)