



# Sandip Barman

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<b>A.</b>	<b>My appeal :</b>	<p>Respected Sir,</p> <p>I am in urgent need of a job and therefore humbly submitting my CV for a suitable position in your esteemed Organisation. I am ready to be associated on contract/part-time basis also.</p> <p>Sir, if given an opportunity, I can assure that I shall try to be highly effective towards the betterment of the accounting system in your organisation for the day to day accounting as well as preparing all updated MIS for the Management as per the requirements and also for the finalisation of Accounts and presenting the same to the Statutory Auditor.</p>
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B.	Job Responsibilities in my last engagement :	I was associated with M/s <b>ANJAN SEN &amp; ASSOCIATES (Patent, Design, Trademark &amp; IPR Consultants)</b> of Kolkata for the period from <b>Nov-2018 to 7th March-2024 (5.5 yrs)</b> in their Accounts Deptt. and had performed the following - single handedly :	
		(a)	<b>Preparation of the Bid/Tender</b> ( both Technical & Commercial - in consultation with Mr Anjan Sen ), submission of the same (both e-filing and hard copy) of the following : <u>Govt. organisations</u> : <b>TIFAC, MEITY, DAE, DRDO, ICAR, CDOT, IACS</b> etc. <u>MNCs</u> : <b>Asian Paints, Balmer Lawrie, HUL, JSW Steel Ltd, Unilever, PCBL, SAIL</b> etc. <u>Institutions</u> : <b>IIT-KGPR, IIT-BBSR, IIT-GWHT, IIT-PATNA, TEJPUR University, NIT-Durgapur, NIT-Agartala, NIT-Arunachal Pradesh, North Bengal University, Vidyasagar University</b> etc. and others.
		(b)	<b>Accounts &amp; MIS :</b>
		1	Day to day entries of the receipts in the <b>Bank Book (Register) for all the Banks A/cs</b>
		2	<b>Reconciliation of the Banks</b> weekly
		3	Recording the Invoices raised and the payments received on daily basis in the <b>Master Data File</b>
		4	Converting the values of the Invoices raised to Foreign Clients into INR at the time of recordig as above
		5	Updating & reconciling the receipts as actual from Foreign Clients in the Master Data file as soon as it is reflected in Bank Statement with payment Advice
		6	Reconciliation of the Bank Charges deducted (for Foreign Clients) and TDS deducted (for Indian Clients) with Bank Statements & 26AS on monthly basis
		7	Preparing the <b>MIS on Daily basis on the Entire Financials</b> of the organisation including Bank Position of all the Banks, Payments received for all the Banks, Invoices raised - categorywise, Outstanding status, Advance received from Clients, Invoices to be raised for completed jobs, TDS taken into A/c till date, Liabilities to Foreign Associates and Cumulative status of Invoices Raised and Collections for the current month.
		8	Preparing the <b>MIS on Weekly basis on Liabilities towards Foreign Associates</b> including the status of the set-off Liabilities of the Clients, Status of Invoices Raised and Realisation towards the Foreign Liabilities and the Priority based Payments program of Foreign Liabilities.
		9	Preparing the <b>MIS of Receivables (Sundry Debtors) statement on monthly basis :</b> <b>a)</b> Summary of Outstanding categorywise for all the Clients (approx 400 Nos. clients), <b>b)</b> Statement of Details of Outstanding of each of the Clients mentioning the Invoice No. Date of Invoice, Invoice Amount (with converted value in INR in case of Foreign Clients), <b>c)</b> Year-wise Ageing Analysis and Status of Follow-up through e-mail and Hard copies with respective dates, <b>d)</b> Graphical representation of Year-wise Outstanding from Clients as well as category wise.
		10	<b>Entering the transaction into Tally ERP daily Basis</b> , Reconciliation of the same with respective Documents, preparing the <b>Advance Tax projection</b> and sending to the Statutory Auditor, Preparing the <b>Finalisation of yearly Accounts and submitting to the Statutory Auditor</b> with all relevant schedules/information with supporting documents for Audit and for filing of the Income Tax Return.
		11	<b>Regular follow-up to Sundry Debtors for Collection, Payment advice etc. through e-mails with updated Statement of Account and also by sending hard copies of the same AND reconciliation with their A/cs.</b>
		12	Follow-up to the Foreign Associates For updated <b>Tax Residence Certificate</b> (as & where applicable).
		In this respect, my humble submission is - all the above MIS Format (including Master Date file) had been conceptualised and prepared by me, as & when required by the Management.	

<b>C.</b>	<b>Personal Skills :</b>	<ul style="list-style-type: none"> <li>➤ Comprehensive Problem Solving Abilities</li> <li>➤ Ability to lead and handle a team</li> <li>➤ Ability to work hard</li> <li>➤ Willingness to Learn</li> </ul>
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<b>D.</b>	<b>Academic Profile :</b>	<ul style="list-style-type: none"> <li>➤ M.Com. : Master of Commerce from The University of Calcutta</li> <li>➤ PGDBM : Post Graduate Diploma in Business Management from IMM, Kolkata</li> <li>➤ Certificate Course in Information Technology from CMC Ltd, Kolkata</li> </ul>
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<b>E.</b>	<b>Exposure in Computer :</b>	<ul style="list-style-type: none"> <li>➤ Tally ERP 9, Intelligent ERP etc.</li> <li>➤ Microsoft Office ( Word, Excel, Power point etc.)</li> <li>➤ Internet - General &amp; Outlook Express, Round cube webmail etc.</li> <li>➤ e-Filing of Statutory matters</li> </ul>
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<b>F.</b>	<b>Personal Details :</b>	<ul style="list-style-type: none"> <li>➤ Date of Birth : 04.01.1960 ( do possess sound health and working ability )</li> <li>➤ Father's Name : Late M C Barman</li> <li>➤ Family structure : My wife, our only daughter &amp; myself</li> <li>➤ Hobby : Listening to music (favourite - Rabindra Sangeet)</li> </ul>
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<b>G.</b>	<b>Working Experience ( 30+ years ) :</b>		
>	From March-2011 to May-2013 & from Jan-2016 to Dec-2017	3.3 yrs	<u><b>Manager - Accounts &amp; Commercial</b></u> <b>Watertech Engineers Pvt Ltd</b> Engineering, Water Management & EPC Contractors, Manufacturers & Traders of Pump & accessories
>	From Sept-2014 to Dec-2015	1.4 yrs	<u><b>Manager - Accounts (Retail &amp; Online)</b></u> <b>Lalani e-Tech City ( Lalani Infotech Ltd )</b> Trading of Computers (PC & Laptop), Printers, Mobile Phones, Music Systems & all types of related accessories/spares etc.
>	From June-2013 to Aug-2014	1.3 yrs	<u><b>Senior Accountant</b></u> <b>Naveen Merico Engineering Co Pvt Ltd</b> Infrastructure Machineries providers & Construction of Roads (highways)
>	From Oct-2004 to Feb-2011	6.5 yrs	<u><b>Sr Executive – Accounts &amp; Taxation</b></u> <b>R Khurana &amp; Co.</b> Chartered Accountants
>	From Jan-1995 to Sept-2004	9.9 yrs	<u><b>Manager - Finance &amp; Administration</b></u> <b>New Wave Display Services Pvt Ltd</b> Event Management, Trade-Fairs, Advertisement, Manufacturer & Exporter of Teaching Aids Materials, Architect & Interior Designer & EPC Contractor.

**: OUTLINE OF JOB RESPONSIBILITIES EXECUTED DURING ENTIRE WORKING PERIOD :**

a)	<b>Accounts</b>	<ul style="list-style-type: none"> <li>• Entering of the transactions in the A/cs systems ( Tally ERP 9 )on day to day basis</li> <li>• Reconciliation of Banks</li> <li>• Bank Stock Statement ( Monthly )</li> <li>• Ensure Timely Payment of EMIs, Salary etc.</li> <li>• Preparation of Final A/cs having consultation with Auditor</li> </ul>
b)	<b>MIS</b>	<ul style="list-style-type: none"> <li>• Periodical Cash Flow Statement</li> <li>• Debtors / Creditors Ageing Analysis and regular follow-up</li> <li>• Quarterly Profit &amp; Loss Account</li> <li>• Presentation of Reports for Management as per requirements ( as &amp; when necessary )</li> </ul>
c)	<b>Budgeting &amp; Costing</b>	<ul style="list-style-type: none"> <li>• Budget Break-up in Half yearly, Quarterly</li> <li>• Communication &amp; Compliance of Budgets</li> <li>• Preparation of Cost analysis</li> <li>• Assessment of BEP and its application to cost control</li> </ul>
d)	<b>Statutory Matters</b>	<ul style="list-style-type: none"> <li>• Timely Payment of GST, P Tax, Advance Income Tax, PF etc.</li> <li>• Deduction and deposit of TDS, Issue Form 16, 16A</li> <li>• Compliance of and ensure the submission of respective Returns</li> <li>• Preparing the necessary statements/documents etc and appearing before the Appropriate Authorities in connection with the Assessment, Appeal etc. as &amp; when necessary</li> </ul>
e)	<b>Audit</b>	<ul style="list-style-type: none"> <li>• Interaction with Auditors &amp; implementation of their Advice</li> <li>• To assist the Auditor at the time of Finalisation of A/cs &amp; Submission of Returns</li> </ul>
f)	<b>Personnel &amp; Admin</b>	<ul style="list-style-type: none"> <li>• To listen to, to understand and to manage the day to day issues in connection with personnel/employees, to look after administration and to act, execute &amp; communicate the decision of the Management for the smooth running of the Organisation</li> <li>• Co-ordination &amp; Liaison with Management/Individuals of different Organisations, Bank, Consultants &amp; Statutory Authority etc.</li> </ul>
g)	<b>Correspondence &amp; Drafting</b>	To do all day to day correspondences, follow-ups for Debtors collection, negotiations with vendors etc. and drafting of the matters on disputed issues, writing of Minutes etc.