

# CV

Uday Sankar Maitra

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## About Me :

I am a seasoned accounting professional with over 30 years of hands-on experience in financial management, auditing, budgeting, and compliance. I have built a robust career grounded in strong analytical skills, attention to detail, and a commitment to accuracy and integrity in financial reporting.

Throughout my career, I have managing everything from day-to-day bookkeeping and payroll to preparing financial statements, handling tax compliance, and leading internal audits. My extensive background has equipped me with the ability to adapt to new regulations, technologies, and business environments with confidence and professionalism.

I am known for my reliability, long-term strategic thinking, and ability to support businesses in maintaining financial health and operational efficiency. Whether working independently or as part of a team, I bring a results-driven approach to every project and take pride in contributing to sustainable financial growth.

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## **SUMMARY**

Financial & Accounting System & Budgeting.

Accounts Payable / Receivable  
Credit Administration  
Vendors Reconciliation  
Direct / Indirect Taxation

Systems Development  
Statutory & Regulatory Compliance  
Administration & HRD & MIS.

Qualitative experience of over 30 years in Finance & Accounts, Commercial Operations, Cost Control, Credit Control, Taxation, Statutory Compliance, Internal Audit, Reporting, HRD and Administration.

Managing the entire Accounting / Finance activities controlling the leakage of revenues and managing various commercial activities such as providing rates to parties, preparing quotation for the company and handling recovery & follow up for outstanding.

Effectively meets goals through strong leadership, interpersonal communication. Process oriented who pays attention to details. Who motivates staff to reach full potential. Experienced in developing & implementing

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### **SKILL SET**

- œ **Finance & Accounts:** Day to day accounts, Finalizing Books of Accounts, General Ledger & Trial Balance. Reviewing & consolidating monthly accounts along with Line / Principal accounts.
- œ **Budgeting:** Preparation of budgets; estimating yearly expenditures and revenue.
- œ **Commercial Operations:** Commercial contracts , receivable/ payable accruals and reconciliation of accounts.
- œ **Audit & Control:** Managing & ensuring completion of internal and statutory audits within time.
- œ **Taxation:** Ensuring timely payment of Direct & Indirect Taxes and GST as per statutory requirements.
- œ **MIS:** Financial Reporting, fund requirements, Sales Collection Reports, monthly and quarterly reporting.
- œ **Liaison:** With all require authorities / Lines / Customers as require.
- œ **Statutory Compliance:** Ensuring that all the compliance gaps are closed in a timely manner.

### **Working Experience**

**Current: From August 2012  
Prince Trading Impex - Accounts Manager**

#### **Significant Contributions**

- œ Implemented proper financial accounting and an Internal Control System for controlling costs and revenue.
  - Finalization Books of Accounts.
  - Preparation of yearly Budge.
  - Liaison with Bank / Shipping Lines / Customers / Vendors as require.
  - Coordination with Sales & Logistics Operation & Export Docs.
  - Monitored Accounts Payable / Receivable.
  - Liaison with the professionals for tax and other statutory matter.
  - Interaction with Software Company regarding developing new software.
  - Instrumental in approving the credit period and credit limit for the customers.
  - Monitored daily Finance & Accounts related issues.

**September 1998 – July 2012  
IAL India Ltd. - As Manager Accounts**

#### **Significant Contributions**

- œ An Internal Control System for controlling costs and revenue.
  - Preparing and analyzing monthly MIS
  - Liaison with Bank / Shipping Lines / Vendors & Others.
  - Coordination with Export & Import Docs & Logistics Department.
  - Variance analysis.
  - Issue and usage of inventory.
  - Cash Management.
  - Various reporting to Head office as per their requirement.
  - Prepared budgets and Control.
  - Monitored Trial Balance.
  - Prepared and maintained monthly Performance Report.
  - Calculated profitability for GFF business.
  - Carried out day to day administration of Staff related matter.
  - Monitored Accounts Payable / Receivable.
  - Prepared and analyzing MIS.
  - Yearly Branch Budget preparation.
- œ Managed the entire administrative matters such as staff matters, disciplinary matters, salary, payments, etc.

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**September 1991 to August 1998 :  
Capstan Shipping And Estates Pvt. Ltd.**

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**Significant Contributions**

- œ Prepared & maintained accounts related to Disbursement, Detention and Remittance.
- œ Maintained Debtors' outstanding.
- œ Undertook overall processing of vendors' bills, payment details etc.
- œ Ensured strict adherence with statutory requirements.
- œ Managed various administrative registers such as leave, Salary, Staff , Attendance etc.
- œ Maintained daily accounts, cash , bank , reconciliations.
- œ Prepared monthly Trial Balance; ensured strict TDS compliance.
- œ Prepare Foreign Principal Account.
- œ Arrange foreign principal remittance through RBI exchange control division.
- œ Maintained all Feeder vessel Accounts till there Remittance to Principal.

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**ACADEMIC QUALIFICATION**

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- œ 1990 - Graduated in Commerce from the University of Kolkata (B.Com)

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**TRAINING / SEMINAR ATTENDED**

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- œ CHA Training Under Kolkata Clearing Association.
- œ Attended Seminars on IFRS (International Financial Reporting Standard) conducted by Bengal Chamber of Commerce.
- œ Internal Audit & Risk Management training of IAL India Ltd. at Kochi, Head Office.

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**IT SKILLS**

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- œ Well versed with MS Office – Word, Excel and Power Point.
- œ Accounting Package : Tally ERP 9
- œ Also worked with on-line packages.

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**EXTRA CURRICULAR**

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- œ Diploma in Computer Application.
- œ Represented for District in Cricket & Football.

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**PERSONAL DETAILS**

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Sex : Male  
Father : Late Paresh Ch. Maitra  
Date of Birth : 24<sup>th</sup> August, 1968  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Bengali and Hindi  
Current Address : 10G, Upper Haranathpur Road, PO : Bhadrakali, Dist.: Hooghly, Pin – 712232  
Permanent Address : Same as above.

Signature:

Date :