
Manashwi Barua

MCom, LLB, ACWA

**Address**

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Academic Qualification

I C W A	Institute of Cost & Works Accountants of India	Kolkata, WB
M Com	Calcutta University	Kolkata, West Bengal
LL B	Calcutta University	Kolkata, West Bengal
B Com (Honours)	St. Xavier's College	Kolkata, West Bengal

ERP & Computer base

SAP R/3, Oracle10g, UNIX, Tally GOLD, Analyst 8.4, FAST and all Window based applications

Date of Birth

6th May 1954

Scope of Work

- Overall participation to Finance & Accounts related matters and heading team of Accountants with supervision of administration
- Finalisation & Consolidation of Accounts of Company, Unit and Regional Level.
- Internal Audit of departments & mining activities with periodic audit report to Finance Director. Internal Audit of Statutory Liabilities of Company.
- Management of Inventory, Cost Loading of Inventory, Monthly Valuation of Finished Goods & Work-in-Progress
- Fixed Asset Management, Disposals of Assets, Insurance, Approval for purchase of Capital Goods & Construction jobs at Factory level
- MIS to Local & Global Management
- Budgetary Control / Forecast to Parent Companies at Sweden and Switzerland at Unit and Regional Level
- Cost Control of Large Projects with Evaluation of the Projects, Analysis of Cost – Materials, Price & Overhead variance
- Supervision & Control of Statutory Liabilities of organisation, viz. Professional Tax, Provident Fund, ESI, etc. Direct & Indirect Taxation – Calculation of Personal Income Tax for employees and submission of Return & Tax Deducted at Source. Appearance for Income Tax Assessment and Appeal for companies. Online submission of VAT Return & Service Tax, appearance for appeal cases of Excise & CST at different site office of the company. Filing on line GST Return
- Scrutinizing RA Bills of suppliers, arranging fund for payment at sites.
- Preparation of comments in response to CAG Audit

Professional Working

Exposure

Working as a Chief Finance Officer in Indian Institute of Cerebral Palsy, Kolkata since October 2023

Worked as a Sr. Accounts Manager with DSMS College, Durgapur from 1st March 2018 to October 2021

Worked as a Finance Manager with Dipanshu Promoter & Builder Pvt Ltd, at their Headquarter at Ranchi from January 2015 to February 2018

Worked as a Head – Finance & Accounts in IMAFER SA., Republic of Mali and with its Parent Company M/s Fabrimetal Congo SPRL, Kinshasa, D R Congo from August 2011 to November 2014

Metalogic Systems Private Limited, an ISO 9001:2000 company
Senior Manager – Finance & Accounts (May 2008 to June 2011)

Hindustan Copper Limited, Rajasthan
Manager – Finance & Internal Audit (December 2006 to April 2008)

A B B Limited, Kolkata
Manager – Finance & Administration, Eastern Region (October 1994 to October 2002)

Flakt (India) Limited, Kolkata
Senior Accounts Officer – Cost & Management Accounts, Legal & Secretarial (August 1985 to October 1994)

Bihar Rubber Co Ltd, Kokar Industrial Area, Ranchi
Accounts Assistant – Looking after entire Finance, Accounts, Sales Tax, ESI, PF, etc. & reporting to Factory Manager & Directors at Head Office, Kolkata (April 1978 to August 1983)

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- **Extra-Curricular Activities** - Represented school in inter-school hockey tournaments between 1969 and 1971.
 - Participated in intra – state motor car rallies and awarded trophy for fair driving and on appreciation.
 - Photography on bamboo plantation of North Bengal Region displayed in West Bengal pavilion in the Conference & Exhibition of World Bamboo Congress held at Pragati Maidan, New Delhi in the year 2005.
 - Performed in different roles and characters in Dramas staged by Office Club and Junior School Level.
 - Represented office club in Inter Office Cricket Tournaments organised by Office Sports Federation and participated in Bhutnath Koley Double Wicket Competition with Test and Ranji Players of India.
 - Active participant to lawn tennis, table tennis, billiards whenever opportunity available and time permits.