

An enthusiastic & high energy driven professional targeting for challenging assignments in Financial Planning & Analysis, Costing and Accounts Payable role with a reputed organization. Committed to driving continuous improvements for finance operations through the identification and implementation of process enhancement opportunities.

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PROFILE SUMMARY

- A competent professional with **8+ years** of experience; currently working as Assistant Manager in **Hindalco Industries Limited, Howrah, West Bengal**.
- Managed all facets of cost accounting including budgeting, forecasting, financial analysis, variance reporting and product standard cost development in a manufacturing environment.
- Handling Cost Audit & Metal Accounting of HIL Belur.
- Collaborated with internal partners on cost variance analysis while ensuring that forecasting was on target.
- Maintained adherence to corporate, accounting and GAAP standards; addressed escalated Accounts Payable issues raised by employees and vendors; ensured accurate and compliant files and records in line with company policies and government regulations.
- Worked with cross functional teams to identify the profitable product mix for maximising the overall earnings of the unit.
- In-depth knowledge of accounting programs including Oracle, Tally, etc.
- Proactively processed INR 15 Crores payments per month while developing multiple financial reports.
- Effectively engaged in preparation of data for Income Tax Assessment proceedings and Tax Audit.

EDUCATION

- 2022
MBA (Persuing as per CEP, Aditya Birla Group)
Manipal University
- 2014
M.Com.
Calcutta University
- 2012
Chartered Accountancy (Inter)
Institute of Chartered Accountants of India, Kolkata
- 2012
B.Com. (Hons.)
Calcutta University

COMPETENCIES

Costing	
Financial Analysis	
Accounts Reconciliation	
Compliance	
Payments	
Vendor Negotiations & Management	
Preparation of Reports	
Management of Accounts Payable (AP) Processes	

CAREER TIMELINE



A.K.S. & Associates, Chartered Accountants as Articled Assistant

Hindalco Industries Limited, Gare Palma Coal Mines as Dy. Officer- Accounts Payable

Hindalco Industries Limited as Asst. Manager- Costing and MIS

WORK EXPERIENCE

Hindalco Industries Ltd., Howrah, West Bengal

Oct'16 - Till Date

Area- Accounts Payable

Oct'16 - Mar'20

Area- Costing and MIS

Mar'20 - Till Date

Key Result Areas:

- Accurately calculate Sheet Mill Costing, Remelt Costing & Overall Costing.
- Preparation of COGS & Alsit.(Inter unit profit elimination & Metal movement statement)
- Total Metal Control - Metal Accounting & preparation of Metal Trial Balance of the unit.
- Preparation of Cost Audit Report, Other MIS related to Costing.
- Preparation of data and schedules for Tax Audit and Income tax assessment proceedings.
- Ensuring the reconciliation of ledgers and ensuring data is complete and accurate and in all respects.
- Overseeing the capitalization of Fixed Assets.
- Ensuring replies to all queries related to AP in a timely manner and that all queries are dealt with correctly and competently
- Handling payment to Transportation Invoices.
- Handling all the New Vendor registration of Belur FRP.
- Managing timely payments to vendors as per the agreed credit period; supervising the reconciliation of Vendor Account on a periodic basis

ARTICLESHIP

A.K.S. & Associates, Chartered Accountants, Howrah, WB

Jul'12 – Jun'15

Articled Assistant

Key Result Areas:

- Conducted audit (including Statutory and Internal) of PSUs, private companies, firms, societies/ trusts and banks
- Managed finalization of books of accounts of companies, firms, individuals and societies/trusts
- Monitored recording of accounting entries in Tally ERP 9.0 and Tally 7.2
- Worked on preparation of Income Tax returns of all types assesses
- Executed computation of advance tax and preparation of letters in response to notices from Income Tax authority on matters related to TDS mismatch and claim of deduction and exemptions under the IT Act, 1962
- Ensured compliance with ROC.

PROJECTS HANDLED

- Handled the implementation of Direct Payment order in system (Oracle) of the unit.
- Engaged in development and updation of new software modules (Ekayyan) for smoothening of the AP, Inventory & Costing process ensuring timely availability of accurate data.
- Acknowledged for development of alternative accounting procedures of CHA invoices resulted in saving of input tax credit of Rs. 1-1.5 lakhs per year.
- Successfully handled Fixed Asset modules in absence of required manpower.



PERSONAL DETAILS

Address : 65, Tantipara Lane, Howrah, WB - 711104
Date of Birth : 18/05/1991