

JAYANTA KUMAR BANDYOPADHYAY

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- Academic background: - ICWA (CMA); CFA/FRM/MS-FINANCE (ICFAI); CS (ICSI); CPM (University of Pennsylvania)
- Having membership of ICMAI & ICSI

Core Competency [Functional & Behavioral] in business ecosystem: (KPI)

- Regulatory Compliance, Periodical Returns on Income Tax / RBI/ MCA / State Govts portals (incentives); Conduct Board & General Meetings-resolutions-Minutes;
- Export-Import-Customs – Port Logistics- Procurement Specialist (SCM, P2P), Forex- Hedging- BG- LC-Export Benefits- DGFT- Hearings/SCN; RBI Compliance;
- Business Finance & Accounts / Cost Accounting / Controlling Functions-coordination with all types of audits Stat/Cost/Secretarial/Tax Auditors; Budgeting & Forecasting with Variance analysis;
- AR-AP-Bills Approval-Bid Evaluation (Capex-Opex) incl negotiation with foreign business partners / vendor plus closure of Brown Field expansion Projects;
- Compensation Payroll-Own Superannuation Funds-end to end;
- HR- Employee Life Cycle-Negotiation with Unions for Tripartite Agreement-Plant level regulatory compliance;

OBJECTIVES

Instrumental in achieving value driven significant cost reductions / optimization & revenue improvement through raw materials sourcing, cash management, team building & leadership expertise. Solid business background with extensive knowledge of rich management, financial reporting & automated accounting systems. Demonstrated excellent combination of analytical, presentation & coordination during the expense's reduction exercise undertaken in the organizations.

Proficient in handling banking & international trade operations as well as audits & tax functions and MIS. Adroit in preparing Annual Budgets, Business Plans, Internal Projections with periodical review. Strong qualifications in general management, systems implementation & staff development. Strong in communication, analytical-innovative mind, team building and relationship management skills.

In detail: -

WORK EXPERIENCE

© **MK Shah Exports Ltd**
onwards

March 2024

Position-Company Secretary

- Regulatory Compliance – Periodical Returns on MCA/ RBI/ Income Tax /State Govts Portals; Entire Export and Import Domain

(c) **Star Export House (Gem Group)**

Position-Export Executive

July, 2022 – February

2024 Present

Support Executive

- Entire Export and Import Domain

(a) **Hindalco Industries Limited (Aditya Birla Group Flagship Company)**

March 1984 to June

2022 Deputy Manager (Strategic Procurement)

May, 2014 – June,

2022

- Overseeing international trade predominantly import of capex & revenue items and foreign technicians visits for commissioning, logistics, marine insurance, Customs clearance, export of select items for repair purposes, forex payments, forward cover, Hedging
- Redesigning sourcing pattern in view of covid and dependency on one country, purchase pattern and bulk negotiation with a targeted cost negotiation, regulatory compliance on Idpms (RBI, CUSTOMS) and a clean audit report

Section Head (Finance & Accounts)

November, 2009 – April,

2014

- Looking after the functions entailing Capex, Opex, Taxation (Direct –Salary & Indirect), Costing System, Employees Expense Statement Management, Raw Materials & Inventory Management, Cash Management –Rs.70 Crores monthly and Commercial negotiation with vendors
- Conducting statutory audits, managing statutory forms, scrap management; conducting analysis, controlling the budget & cost management
- Preparing MIS, looking after the bank guarantees and various statutes governing Sales Tax, Works Contract Tax, Income Tax, Entry Tax and Service Tax, Vendors & Contractors management
- Processing / scanning of contractors / supplier's bills as per purchase orders and compliance with PO requirements-worth Rs.70 Crores monthly
- Comprehensive Mega Risks Policy- Renewal / Claim settlement / Review

Deputy Manager, Foil & Packaging Marketing (Eastern Region)

April, 2009 – October,

2009

- Direct marketing with a pool of reputed customers like ITC
- Orders / receivables & Stock Points management, statutory forms monitoring, new product development, VAT and Service Tax, audit etc

Deputy Manager (International Trade)

January, 2006 – March, 2009 & May, 2014

onwards

- Handled the import of all capital project items, spares, consumables, raw materials, equipment etc under different EXIM schemes
- Arranged for approval at Managing Director and Chairman's levels for order processing, custom clearance and duty payments
- Provided support to EPCG license for import, logistics in between ports to plants, insurance coverage and claim lodge
- Interacted with CHA / Shipping Agents for Freight Bills scrutiny vis a vis Service Tax Rules, etc.
- Negotiated on volume, repeated orders, market comparisons, alternate product development for achieving cost reduction.
- Managed the placement of PO and obtaining PI, follow-up for LC, scheduled Shipments with relation to requirement, documentation, prepared customs duty request, followed-up for duty and arranged clearance, clearances within TAT, processed CHA & Freight Bills.
- Administered the Receipt of Indents, Requirement Analysis, Request for Quotation, Cost and Delivery comparisons, placement of PO as per DOA and within agreed TAT, follow-up for deliveries, Invoices and owning up of payment process.
- London Metal Exchange & Platt – Commodity Price tracking,
- Cost management; Letter of Credit & Banking docs, Ocean & air freight shipments management, Customs clearance, EPCG & Duty-free license management & Logistics insurance

Accounts Officer / Dy Manager: Chemicals Business Finance HQ (Kolkata & Mumbai) March, 1999 – December, 2005

- Credit Administration including Receivables Accounting & analysis of credit authorization request
- Key MIS to Business & Corporate, Capital Expenditure Monitoring, Involvement in group's preparation of budget (inclusive of periodical variance)/ strategic/ short-term Business Plan, Budgetary control, Cost & Profit Variance Analysis, Full Business Potential and Economic value-added calculation for capital expenditure proposal
- Preparatory notes to Management Committee and Board of Directors, Compilation of Business Report (annual turnover Rs.460 Crores), Processing of Export related agency commission remittance (both in Indian & Foreign Currencies) & Export documentation (negotiation), obtain Insurance policy
- Processing of Export Orders (starting from issuance of works Order, follow up with plants, L/C negotiation etc), Export Accounting, Learning Purchase procurement process
- Attending both Internal & Statutory Auditors (inclusive of KPMG and Price Water House)

Sr. Executive - Payroll & Retiral Funds Management

March, 1984 – February, 1999

- Oracle Software based Compensation / Payroll and Post pay-roll administration
- Finalization of Accounts (inclusive of Internal & Statutory audit and Portfolio Management; Service matters (Corpus-Rs.350 Crores) of own exempted (by PF authorities) and recognized (by Income Tax authorities) Employees' Retiral Funds
- Support function to Actuary in valuation of Funds' liabilities and leave encashment as per Accounting Standard Practices
- Secretarial function to independent Boards of Trustees (coordinating meeting & preparation of minutes), compliance with statutory requirements (Income Tax, Profession Tax, PF), Settlement of all retiral dues, HRD related some part Group Insurance
- Annuity finalization with LIC, Amendment procedure of rules of Funds' trust deeds & renewal of statutory exemptions

ACHIVEMENTS

- Won outstanding performance award from Managing Director, INDAL & Business Head / CFO, Hindalco for fund management;
- An active member in mega-expansion projects import / customs clearance /logistics to plants located in geography;
- Increased the Working Capital Management to Rs.60 Crores every month;
- Streamlined the audit checklist (Alumina Refinery & Power Plant-Rs.850 Crores);
- Achievement outside on designing course correction in overcoming challenges- "The 2nd Shine Contest HR Summit: How HR is meeting organizational challenges -- My entry was shortlisted among the 5 winners of the Hindustan Times Shine HR Summit held on 27th September 2012 at New Delhi. I was an invitee to the summit for felicitation for my award-winning entry. The summit saw participation from over 200 HR leaders and policy makers across the India;
- Won the best performer award (15 days CLDP -WIRC conducted by the Institute of Company Secretaries of India (ICSI), Ahmedabad Chapter in April 2021) and the best Secretary in Mock Board Meeting at GIFT CITY.

PREVIOUS ASSIGNMENTS

1993- July	Trade Mark Registry, Ministry of Industry, Govt. of India	Assistant Examiner
1983-84	United Bank of India, North Bengal	Asst cum Cashier
1983-84	Ministry of Shipping, Govt. of India	Assistant /SH
1985	Indian Railways	Asst. Station Master

Earlier short listed for senior positions in Indian Statistical Institute, DRDO & ICAR, IRDA, Federation of Indian Export Organization, all Govt of India.

EDUCATION

2021	ICSI- The Institute of Company Secretaries of India-Company Secretary
2013	MS(Finance)- ICFAI, Hyderabad
2012	Adv Diploma in Finance / FRM –ICFAI, Hyderabad
2011	MS(Finance)-Level-I-CFA- ICFAI, Hyderabad
2007	Diploma in Finance- ICFAI, Hyderabad
2006	ICWAI (now ICAI) - CMA-Cost and Management Accountant
1982	B. Com-Hons in Adv Accountancy- University of Calcutta, Kolkata

SKILLS

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- IT Skills: Conversant with Orafin Apps, MS Office and Oracle: ERP (keen to learn SAP Module)
 - Talent Development
 - Result oriented
 - Grievance & Conflict Resolution
 - Tally Prime -attending advance courses on GSTIN Return > one year plus

PERSONAL DOSSIER

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| ● Date of Birth | 18th June 1962 |
| ● Permanent Address | 146/2, Dewangazi Road, PO –Bally, District – Howrah, 711201, West Bengal |
| ● Languages known | English, Hindi and Bengali |