

YOGESH PUROHIT

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Seeking Managerial Assignments in Accounts /Commercial & Finance, MIS & Reporting with a Leading Organisation

PROFILE SNAPSHOT



- ☞ Offering over **26 years** of rich experience in managing a gamut of activities involving Accounting, Finance, MIS and Reporting.
- ☞ Experience in managing wide spectrum of finance & accounts activities encompassing cash flow management, fund management, budgeting, bank reconciliation statements, etc.
- ☞ Demonstrated exposure in maintaining statutory books of accounts.
- ☞ Proficient in handling operations in compliance to the rules and regulation laid by various governing bodies.
- ☞ Extensive experience in conceptualising and implementing financial procedures with working capital management, profit monitoring and building internal financial controls.

AREAS OF EXPERTISE

MIS/Reporting

- ☞ Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis to key indicators to assist top management.
- ☞ Compiling & analyzing MIS on expense sheets & analysis of profitability position.

ORGANISATIONAL SCAN

March 2012 to till Date

Simplex Infrastructures Ltd., Kolkata
Accounts Manager

Key Deliverables:

- ☞ Finalising all accounting entries in 'Tally Accounting Software' for proper tallying of Profit and Loss A/C and Balance Sheet.
- ☞ Reconciliation & monitoring of Account Receivables, Account Payables, Bank Accounts, Liabilities and Assets.
- ☞ TDS workings and GST Reconciliation workings.
- ☞ Filing GST Returns (GSTR-1 and GSTR-3B Returns).
- ☞ Approval of Purchase Orders & Work Orders required for different purposes of the Site.
- ☞ Monitoring all Commercial and Financial Activities of Construction Sites.
- ☞ Negotiating prices with Suppliers & Sub-contractors considering cost & quality of items or job-in-hand.
- ☞ Preparing Monthly MIS Budget covering Updated Liabilities, Fund Utilisation and Present Fund Position of the Site.
- ☞ Coordinating with Purchase Dept. for timely processing of Purchase Order of various materials and goods required for Site Work Implementation and also timely processing of payment to various materials suppliers.

Dec 2005 to Feb 2012

**Pasari Multiprojects Pvt. Ltd., Kolkata
Accounts Officer**

Key Deliverables:

- ☞ Maintaining Accounting Entries for Bank Transactions, Cash/ Bank Book, Ledger Accounts.
- ☞ Generating daily, weekly, monthly, quarterly and yearly MIS Reports.
- ☞ Involved in reconciliation & monitoring of Account Receivables, Account Payables, Bank Accounts and Fixed Assets.
- ☞ Reviewing books of accounts and highlighting areas of concern to the management.

Jun 1999 to Nov 2005

**Abhishek Texlon Pvt. Ltd., Kolkata
Accounts Executive**

Key Deliverables:

- ☞ Maintained Daily Accounts which included Banking, Invoicing, etc.
- ☞ Generated periodical financial statements.
- ☞ Ensuring physical verification & control of the inventory.
- ☞ Preparing various MIS reports as required by the management.
- ☞ Regularly reviewing internal controls in the organization to improve accounting and financial processes.

EDUCATION

Year of Completion

PGDBM (Finance) from I.I.S.W.B.M (Indian Institute of Social Welfare & Business Management), Kolkata **2007**

B.Com. (Honours) from S.A. Jaipuria College, Kolkata **1999**

DIPLOMA

- ☞ Completed **Honours Diploma in Information & System Management (HDISM)** from APTECH Computer Education in 1995.
- ☞ Undergone **Advance Course in DAC (Diploma in Advanced Computing)** - A six months' full time Software Engineering Course from C-DAC (Centre for Development of Advanced Computing) in 2002.

IT EXPERTISE

- ☞ Well versed with the following:
 - TALLY PRIME
 - MS-Office

PERSONAL DOSSIER

Date of Birth 6th November, 1975

Languages Known English, Hindi & Bengali

Date:

Signature: