

AMAR NATH CHATTERJEE

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OBJECTIVE

In quest of a fulfilling and challenging career, where I can improve the quality of my knowledge, expertise and skills, and also to groom myself into a qualified professional working in the best organizations and environments.

EXPERIENCE

Bandhan Bank Ltd.

• 17-06-2021 – Till date

Manager - Procurement

- To ensure accurate projection is made at the beginning of the FY so cost budgeting is proper. Ensure the accurate, cost efficient and timely delivery of procurement requirement
- Resolve the material disputes with the vendors and monitoring the supply the proper materials without involving any additional cost.
- Supervise stock and staff management at Logistics Warehouse, ensures proper delivery & supply for the upcoming as well as the placed field requisitions,
- PO Preparation with ensuring that the financial approvals are obtained on as per requirement and the materials are delivered on schedule,
- To ensure timely payment of supplier bills & GRN process timely.
- Preparation of MIS & PO details for avoiding error.
- Monthly stock audit to avoid deviation in stock and acquiring knowledge of the new products launched and improvements in existing process.
- Co-ordination with different departments for the required requisitions on daily and monthly basis.

Bandhan Bank Ltd

2018 – 2021

Deputy Manager - Finance and Accounts

- To monitor rent payment section on behalf of the organization.
- Supervise of Rent payment to all Bank branches and portion of Banking Units. Ensuring monthly payments to Landlords.
- Payment be made in line with register deed and sufficient documents and preceding and succeeding cluster-wise. Checking DOP and proper approval.
- Monitoring the expiry deed list and report.
- Co-ordinate with branches and Banking Units and resolved the issues.
- Facing Internal and Statutory Audit and their requirements.

Bandhan Bank Ltd.

• 01-10-2015 – 2018

Assistant Manager – Finance and Accounts

- Payment of different types of expenses.
- DOP maintaining and properly checking of PO.
- Checking thoroughly Invoices before payment avoiding double payment. MIS of monthly payment details
- Create monthly provisions to proper accounting. Maintaining TDS, TCS and GST sheet party- wise. Co-ordinate with different departments.
- Statutory and Internal Audit related work.
- Proper Filing for future references.

Super Forgings & Steels Ltd.

01-04-2013 - 30-09-2015

Assistant Accountant – Finance and Accounts

- All Accounting entries
- Preparation of Balance Sheet
- Preparation of Trail Balance & merger of branch
- TB Maintaining Purchase, Sales & Journal Register B.R.S
- 8 Petty Cash Maintaining
- Pay Rolls & Salary Sheet maintaining
- Sales Invoice generate and co-ordinate with vendors
- Co-operate with Internal and Statutory Auditors and their requirements. Assist to prepare ESI and PF sheet.

Tuobro Furguson (India) Pvt. Ltd.

01-04-2011 - 31-03-2013

Assistant Accountant – Finance and Accounts

- Voucher maintaining,
- Accounting Entries,
- Purchase & Sales Register maintain.
- Invoices, B.R.S
- Assistance to P.F. & E.S.I., VAT & TAX related work. Salary Sheet.
- 8 Credit & Debit Note creation

P.K.C. & Company

21-06-2009 - 31-03-2011

Junior Accountant – Finance and Accounts

- Creating Audit Notes, Auditing.
- Tax Computation, E-filling,
- Tax Computation of different clients.
- 8 Petty cash Voucher & Minutes Book Maintaining,
- Accounting Entry, BRS, Stock Register Maintaining and Challan

Education

- ♦ **University of Calcutta**
B. Com (Hons) in the year of 2004
- ♦ West Bengal Council of Higher Education
Higher Secondary Examination in the year of 2001
- ♦ West Bengal Board of Secondary Education
Madhyamik in the year of 1999

Skills

Comprehensive problem solving abilities, Ability to deal with people diplomatically, Willingness to learn, Team facilitator. Familiar with SAP, Oracle

- ♦ Hobbies, Reading books, Listening Songs

Date:

Place :

♦

Signature