**Avijit Kumar Mullick **

**Manager – Accounts**

Mobile: 8420325691

Email id: **avijit1967@rediffmail.com**

**Professional Summary**

1. A Professional Accountant with more than 20 **years** of rich experience in the field of Finance, Administration and FMCGs. with **International exposure** in Dubai.
2. In depth knowledge on indirect taxes like VAT, FBT, TDS, Service Tax etc.
3. Well versed with the Book Entries of Sales, Purchase, Reconciliation and Accounting of Debit & Credit.

**IT Skills**

1. Good knowledge on Tally.
2. Has worked extensively on SAP R3 Systems.
3. Extensive knowledge on most tools of MS Office.

**Professional Experience**

**United Tele Services Private Limited**

**Accounts Manager**

**From October 2016 to Till Date**

**Reporting to GM - Finance**

**UTSL is the National Distributer of Gionee India Private Limited**

**(www.utsl.in)**

**Key Responsibility Areas :**

1. Looking after the claims from the company.

2. Doing Vendor, customer and bank reconciliation.

3. To take care of internal and statutory audit.

4. Checking & Settling of Employee bills.

**5.** Looking after payment status.

6. Following up with sales people for collections.

7. Settling of Vendor Payments.

8. Settling of Employee bills.

9. Taking care upto finilastion of Accounts.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Abu Dhabi Investment Authority (ADIA) Abu Dhabi**

**Asst Manager – Accounts Payable**

From June 2011 to March 2016

Reporting to Group Financial Controller (GFC)

ADIA is one of the leading finance in the world ([www.adia.ae](http://www.adia.ae))

**Key Responsibility Areas :**

1 Looking after the Accounts Payable department

2 Managing a team of Four people

3 Monitoring the Fund Management

4 Preparing the Expense Budget & submitting to the Specific Authority

5 Doing Bank and vendor Reconciliation on monthly basis

6 Conducting – Internal & External Audit

7 Receive and verify invoices in multi currencies

8 Verify that invoice with the agreement before paying

9 Maintain vendor files

10 Maintain vendor aging report

11 Make payment timely to avail cash discount

12 Perform related duties as required

13 To settle the bills of the employees as per there limits.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Max Electronics LLC , Landmark group Company Dubai**

**Accountant**

From August 2010 to April 2011

Reporting to: Finance Manager

Max Electronics is the Electronics Retail company in the Gulf (www.Max Electronics.com)

***Key Responsibility Areas:***

1. Looking after the Accounts Payable and Receiveable and ensure timely collection and payments.
2. Manage all books of Accounts – Cash Book, Bank Book, All Ledgers
3. Monitoring the fund management.
4. Liasioning with the bank for bank guarantee.
5. Looking after the Other income side of the company.
6. Preparing Annual Budget, Monthly Fund requirement,Cash flow & submitting it to the Specified Authority.
7. Preparing & submitting MIS Report to Management.
8. Doing Reconciliation-Bank, Customer, Vendor Account
9. Conducting-Internal & External Audit
10. Doing Month end Closing Activities

**Riva Digital FZ LLC , Dubai**

**Accountant**

November 2008 – July 2010 (1 year 9 months)

Reporting to : Finance Manager

**Riva Digital is the leading facility in the Middle East for developing & producing world-class architectural layouts Digital effects and interactive media ( www.rivadigital.com)

Key Responsibility Areas:**

1. Entry of Cash Vouchers, Purchase Bills, Journal Vouchers etc in Tally.
2. Preparation and accounting of Salary Vouchers of the employees.
3. Handling day to day accounting, making of vouchers, raising invoices etc.
4. Looking after the overall administration like maintaining leave register, salary register etc.
5. Preparing Annual Budget, Monthly Fund requirement & submitting it to the Specified Authority.
6. Preparing & submitting MIS Report to Management.

7. Taking care upto finalization.

--------------------------------------------------------------------------------------------------------------------------------------------

**Samsung India Electronics Ltd., Kolkata**

**Sr. Executive – Commercial**

From March 1998 to November 2008

Reporting to: Regional Commercial Manager

**Samsung India Electronics Ltd is the flagship Company of Samsung; it is a market leader in hi-tech electronics manufacturing and digital media. (www.samsung.com)**

***Key Responsibility Areas:***

1. Entering collection in the system on daily basis.
2. Entering of Sales order as and when received from sales people & dealers.
3. Following on dealers payments with sales team & branch manager
4. Looking after the payment of vendor.
5. Filling of sales Tax & Service Tax returns as per statutory requirements.
6. Following for ‘F’ form & ‘C’ forms.
7. To appear before the sales tax authority for assessment along with the consultant.
8. Customer & Vendor reconciliation and taking balance confirmation quarterly.
9. Attending to the customers and solving their queries.
10. Preparing Bill and statutory record registers.
11. Interacting with auditors internal & external for audit and other purposes.
12. Submitting E.S.I./PF along with the return on monthly basis.
13. Settling the tour and the other bills of the employee as per there eligibility.
14. To monitor the cash advances of the employees.

**Summit Usha Martin Finance Corporation Ltd. (UMFL),** **Kolkata**

**Executive Fixed Deposit**

From January 1996 to February 1998

Reporting to: Manager - Fixed Deposit

Usha Martin Finance Limited was incorporated in 1989, and is a part of the US $600 Million Usha Martin Group of Companies. The group has diverse business interests in Steel, Wire Ropes, Ropeways, Telecommunication Cables and Information Technology (www.umfl.co.in)

***Key Responsibility Areas:***

1. Looking after the backroom of resource mobilization Department
2. Preparing vouchers, bank books & Bank Reconciliation Statements.
3. Liasioning with Bank.
4. Looking after maturity Payments.
5. Monitoring day to day banking activities.
6. Monitoring dispatch of Fixed Deposit Receipts.
7. Looking after monthly payment of brokerages & other bills.
8. Monitoring the funds budget.

**Hindustan Lever Ltd. (HLL), Kolkata**

**Accounts Department**

From December 1992 to December 1995

Reporting to: Accounts Manager

**Hindustan Lever Ltd (HLL) is India's largest FMCG Company. Its products are manufactured in over 40 factories across India and the associated operations involve over 2,000 suppliers and associates. It has been recognized as a Golden Super Star Trading House by the Government of India. Presently, HLL has over 16,000 employees including over 1,200 managers**. (www.hul.co.in)

***Key Responsibility Areas:***

1. Handling the correspondence from various Depots.
2. Setting Carriage & Forwarding Agents bills.
3. Setting promotional expenses bill of R.S and third party .
4. Checking credit notes,
5. Setting the bills of current damage claims by R.S
6. Listing of pay-in-slip.
7. Maintaining Customer Ledger and other sales accounting aspects of Carriage & Forwarding depots

**N.Ganguly & Co.,** **Kolkata**

**Trainee**

From March 1991 to June 1992

Reporting to: Director

N.Ganguly & Co is a privately held Auditing Firm in Kolkata.

***Key Responsibility Areas:***

1. Preparing Bill and statutory records and registers.
2. Ensure all the receipts and payments are made in time.

**Education Qualifications**

**Bachelors in Commerce (B.Com), 1989**

Umesh Chandra College, Calcutta University

**Post graduate diploma in Business Management (PGDBM) ,1990**

Management Studies Promotion Institute, New Delhi

**Certified Course on Computerized Financial Accounting, 1991**

Institute of Computer vision.

**References**

Available on Request

**Switch Details**

1. Average Employment Tenure : 3.5 Years per company
2. Other Perks (if Any) : 1 month leave, air fare to hometown.
3. Other Incentives (if Any) : NA
4. Present Notice Period : 30 Days
5. Expected Salary : As per Company Policy
6. Preferred Contact Time : Any Time

**Profile Key Words**

Finance, administration, FMCG, VAT, FBT, TDS, Service Tax, Book Entries, Sales, Purchase, Reconciliation, third Party, Carriage and Forwarding, Accounting, Debit, Credit, SAP, R3 Systems, tally, MS Office, FDR, brokerage, funds.

**Personal Details**

1. Date of Birth : 23rd November, 1967
2. Gender : Male
3. Marital Status : Married
4. Nationality : Indian
5. Passport Details : E2672694 (Valid till 24th October 2020)
6. Address : 2B, Jadulal Mullick Road, Kolkata-700 006

 West Bengal, India.