Suva Sankar Das

Cost Accountant, ICWA

**CAREER OBJECTIVE:**

To work with an organization or institution, where I can really learn and grow both professionally and personally and in the process contribute to the growth of the organization.

**Current Work Status:**

Worked as an Accountant in S.K.SAMANTA & CO. (P) LTD. in area of TDS,VAT , Internal AUDIT, Service Tax . BRS,TRS, from 10.10.2008 to 26.07.2009.

Now working as an Senior Manager(Finance) in Gillanders Arbuthnot & CO. LTD. From 27.07.09 to till now in area of

* Preparation of CMA.
* Reconciliation between Audited balance sheet and CMA
* Preparation of CMA in the SBI (Lead Bank Format)
* Preparation various information (Table, Annexure, queries etc) as per SBI (LEAD BANK) appraisal format and additional information as and when required by bank for renewal/enhancement of credit facility with the SBI.
* Application to member banks of the consortium for renewal /enhancement of credit facility.
* Preparation of various information in their format for other member banks in the Consortium for renewal/enhancement of credit facility maintain with them.
* Assisting Lead Bank to prepare Joint Document ,Memorandum of Entry (two Set)/ two set of Form C-10 , document for modification
* Checking of respective Form to file with ROC west Bengal (creation, modification and satisfaction of Charge) FORM CHG-1,FORM CHG-4.
* Assisting in preparation for making suitable resolution of all banks.
* Appraisal of Term Loan (Secured and unsecured), Short Term Loan (Secured and Unsecured Loan).
* Project work for Textile division and documentation for availing TUF subsidy under TUF scheme for the same. Compliance for Term Loan for the above project as per sanctioned terms and condition of Lender.
* Documentation, charge creation and satisfaction of Working capital (FB,NFB),Term Loan, and Short Term Loan, unsecured Loan.
* Checking of Sanction letter in comparison with application and last sanction of the banks and signing of the same.
* Renewal of External credit rating for bank loan as well as Fixed Deposit on yearly basis.
* Preparation of Consortium minutes.
* Liaison with various banks.
* Audit compliance of all Lender banks for credit facility enjoyed by the Company.
* Preparation of Stock and Debtor Statement and allocation of Drawing Power Division wise and bank wise.
* Preparation of FFR-I(quarterly) and FFR-II (half Yeraly) , Ungedged foreign currency statement (quarterly), due diligence report as per RBI circular (half yearly).
* Assisting in preparation of SBLC FORM, ODI FORM and APR Form as per RBI circular.
* Preparation of appraisal of various banks, NBFC etc.
* Preparation of Limit and outstanding position of FB, NFB, Term Loan, Unsecured Loan, Short Term Loan, ICD etc.
* Investment Position (Mutual Fund, Quoted and Unquoted Shares)
* Movement of Term loan and Term Loan outstanding, current and noncurrent maturity of Long Term Debt,
* Budget and Actual performance comparison and reason for variance (quarterly and Yearly)..
* Interest rate and amount movement (division wise)
* Notes of accounts (Borrowing and security Clause in the Annual report of the company)
* Repayment Schedule of Long Term Loan (SECURED, UNSECURED).
* Preparation of different ratios (Current Ratio, D/E ratio. Total Gearing ratio (TOL/TNW), for quarterly as well as annual accounts.
* Any other statements time to time required by the management like interest rate comparison in two different periods etc.

**Knowledge of Computer**

Operating Systems : Windows XP

DBMS : MS Office ( MS Word, MS Excel)

**Education Details:**

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| --- | --- | --- | --- |
| Examination/Degree | Institution | Year | Result |
| ICWA | ICWAI | June,2008 | 53.50% |
| ICWA (Inter) | ICWAI | June,2006 | 56% |
| Bachelor of Science(Honours)  (Economics) | Calcutta University | 2001 | 46.87% |
| Class XII | West Bengal Board of Higher  Secondary Education | 1997 | 56.6% |
| Class X | West Bengal Board of Secondary  Education | 1995 | 71.56% |

**Personal Informations:**

**E-mail : [suvasankardas@gmail.com](mailto:suvasankardas@gmail.com)**

**Current Mailing Address: 16, J.N. MAITRA SARANI Uttar Baksara**

**(Faridpur Block), Howrah-711110**

**Contact Number: 9432883352(M),6290513491**

**Date Of Birth: 06.01.1979**

**Sex : Male**

**Nationality : Indian**

**Language Known : English(England), Hindi , Bengali**

**Hobbies: Reading books etc.**

**Passport No: H5098837**

**Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear responsibility for the correctness of the above mentioned particulars.

**Date:**

**Place: Suva Sankar Das**

1. Appraisal of Credit facility (Working Capital; FB and NFB) , TL and Short Term Loan, Unsecured Loan .
2. Documentation, charge creation and satisfaction of Working capital (FB,NFB),TL, and Short Term Loan, unsecured Loan.
3. Project work for Textile division and documentation for availing TUF subsidy under TUF scheme for the same. Compliance for Term Loan for the above project as per sanctioned terms and condition of Lender.
4. Monthly Statement
5. Stock and Debtor Statement and allocation of Drawing Power Division wise and bank wise.
6. Limit and outstanding position of FB,NFB,Term Loan, Unsecured Loan, Short Term Loan, ICD etc
7. Investment position
8. Preparation of Consortium meeting as well as documents.
9. Liaison with banks
10. Compliance for credit audit of Lender for credit facility enjoyed by the Co.
11. External Credit Rating on yearly basis with rating agency for bank loan as well as Fixed Deposit.
12. Comparison of budget with Actual.
13. Preparation of TL outstanding and repayment schedule statement and notes in Balance sheet ( Terms of repayment of TL and Others) and Make understand