

SUMANTA CHAKRABORTY

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"Striving to upgrade knowledge and practices to retain excellence in the professional brief"

PROFESSIONAL SYNOPSIS

- Enterprising leader with a solid record of contributions leading to lowered risk, heightened productivity & enhanced internal controls.
- At ease with budgetary challenges, deadlines, and high pressure situations. Strong ability to influence thinking, forge strategic alliances and build consensus.
- Demonstrated analytical skills with proven expertise in communication and relationship management.
- An effective communicator with strong leadership, team management, planning and coordination skills.

CORE COMPETENCIES

Business Intelligence	Accounting & Budgeting	Audit & SOX
Receivable & Payables	Staff Training/Development	Financial Planning & Analysis
ERP Implementation	Team Building/Leadership	Compliance

ORGANISATIONAL SCAN

Since Jan'19 with CG (Chaudhary Group of Nepal) as Financial Controller for their upcoming five star resort project 'The Zinc Journey' in Paro, Bhutan

Key Deliverables

- Preparation of monthly budget and projected budget for the coming 6 months
- Reviewing comparative cost analysis and rate analysis of different quotations submitted for the MEP works in the project
- Preparation of LOI and contract with different contractors in the project
- Managing materials procurement and timely delivery on site to enhance the pace of work.
- Report to corporate for the fund utilization under different categories in the project, actual expense versus budgeted expense for mock up rooms and reasons for any variance.
- Liaison with bank for fund enhancement and proper documentation for the same.
- Actively participates in tendering, negotiations and vendor selection process.
- Proper maintaining and monitoring of accounting records as per the accounting standards and government regulations and submission of TDS, BST and customs duty to RRCO in time.
- Coordination in submission of annual returns and statutory audit reports to the ROC, Bhutan.
- Assisting the PMC and the team to complete each works within the stipulated deadlines.
- Presenting business plan with projected revenue and expenses for entitlement of loan from scheduled bank in Bhutan
- Maintain proper coordination with the local partner and assist in resolving any corporate matters
- Liaison with senior government officials in the finance ministry and coordination with the auditors in regard to internal audit and statutory audit of the company

Notable Highlights

- Mastermind in problem solving causing any hindrance in the progress of project
- Steer the cost control to achieve expense below the budget with optimum quality

Since Feb'17 To Dec'18 with Vivanta By Taj-Guwahati, Assam Dec'12 To Jan'17 with Vivanta By Taj-Gurgaon, Haryana and since Dec'11 To Nov'12 with Taj-Ambassador Hotel, New Delhi As Assistant Manager-Finance Taj Group-A TATA Enterprise.

Key Deliverables

- Supported the management on roll out of new concepts based on market research, financial feasibility and sensitivity analysis.
- Developed the Finance team to provide continuous support to the management on all aspects of financial and commercial decision making.
- Preparation of MIS reports on a monthly basis for internal and corporate financial review.
- Supervising Sales Billing and managing of debtors (age-wise).
- Maintain proper co-ordination & co-operation with all departments to ensure optimum productivity, morale and guest service.
- Coordinating and conducting internal audits.
- Review of the debtors portfolio, monitor and report bad debt losses and guides in its reduction.
- Respond to any queries / chargeback, resolving issues / disputes in an efficient and timely manner to ensure Guest satisfaction.
- Supervise and assist in GSTR-1 Return.
- Controlling leakage of revenue and ensuring proper revenue management.

Notable Highlights

- Member of the pre-opening team of the Hotel, actively participated in setting up the Finance department and implementation of benchmark procedures.
- Admired for undertaking Cost Control initiatives to generate revenue.

Software In Use : Orion, ShawMan, Amedius, Opera.

Since Dec'10 to Nov'11 with Ruby General Hospital Ltd., Kolkata as Senior Executive – Accounts An ISO 9001: 2008 Certified Company.

Key Deliverables

- Achieving sales quotas to generate optimum revenue set by the company.
- Recording purchase items & making arrangement for final payment.
- Managing current client accounts as well as gaining new accounts.
- Explaining billing invoices and accounting policies to staff, vendors and clients.
- Preparation of MIS Reports, compilation of stock, physical verification of assets of different departments.

Notable Highlights

- Honoured by getting selected for NABH Training by the Management.

Software In Use : Tally ERP 9

Since Aug'10 to Nov'10 with Cine India International, Kolkata as Accountant (Head of the Accounts Department)

Key Deliverables

- Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Supervised branch accounting as Sales Billing, Bank Reconciliation, Debtors Management, etc.
- Engaged in filing Service Tax & T.D.S.

Since Feb'07 to April'10 with Myriad Techno (P) Ltd, Kolkata as Accountant

Key Deliverables

- Kept track of purchase & sales entries.
- Maintained Stock Register, Cash Book & Bank Book & prepared Salary-Sheet.
- Involved in the settlement of Bank Statement.

- Corresponded with bank & customer.
- Filed Sales Tax Return.

PRECEDING ASSIGNMENTS

Since Jan'03 to Aug'04 with Merchants Courier (P) Ltd., New Delhi as Accountant.

Since Jan'02 to Jan'03 with Bijoy& Associates Chartered Accountants, New Delhi as Audit Assistant.

EDUCATION CREDENTIALS

- Accounting in Club Operation from AHLEI, U.S.A. in 2016.
- CMA from The Institute of Cost Accountants of India in 2010.
- M.Com. from Netaji Subhash Open University in 2006. Secured 69.5%.
- Passed Post Graduate Diploma in Financial Management from Annamalai University in 2004.
- B.Com. from South City College, Calcutta University in 1999.
- Schooling from South Point High School, Kolkata

CERTIFICATIONS

- Diploma in Financial Accounting (Tally ERP 9, Fact 11) from Lakhotia Computer Centre, Kolkata.
- Certificate in MS Office and Foxpro from Lakhotia Computer Centre, Kolkata.

PERSONAL DOSSIER

Date of Birth	:	26 th April, 1977
Present Address	:	Paro, Bhutan
Permanent Address	:	6, Avenue Second Road, Santoshpur, Kolkata-700075.
Linguistic Abilities	:	English, Bengali and Hindi.
Passport No	:	P2388554 (Indian)