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|  |  | **SNEHANGSHU SEN** **Accounts Payable | Procure-to-Pay Accounting Operations**Achievement-oriented professional, targeting for senior-level positions in an organization of high repute. |

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|  |  **Profile Summary** * A result-oriented professional with **over 28 years** **of experience** in **Accounts & Audit with knowledge in SAP T Code** in the Manufacturing Process, Internal/ External Audits and Team Management
* Acquired exposure of complete VAT Assessment; Part of the team in the process of Atomization in the Payment and Bill Processing System
* Worked on **capital subsidy of Sikkim Plant of Zydus Healthcare Ltd.** and claimed from **Central Government**
* Measured, reported and delivered the measures of success and key outcomes of the AP process with the senior leadership and recommended solutions
* **Transitioned accounts payable processes** and rendered assistance in planning and implementing new A/P System
* **Established new procedures, imparted training** and communicated new processes to staff, management & customers
* Expertise in ascertaining smooth management of Accounts Payable and ensuring efficient processing (**accounting, billing systems, payment allocation & month-end reporting**) of company payables
* Developed effective process like **invoice booking to payment under GDS**
* Led the completion of all activities within agreed time and highest quality and ensured metrics were met as per agreed **KPIs/ SLAs targets**
* Rendered support to the management regarding **AP MIS**; led invoice booking with application of proper TDS on service invoices and availing proper tax credits & payments on the due dates in **SAP Environment**
* **Prepared and presented weekly and monthly management reports** on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
* **Reviewed and analyzed current procedures** in order to recommend and implement changes to standardize activities
 |  **Core Competencies**  **Financial & Strategic Planning****Accounts Payable Functions****Taxation & Auditing****Process Improvement****Payroll Administration** **Corporate Accounting****Sourcing & Vendor Support****SAP Implementation****Procure-To-Pay Functions****MIS Reporting & Documentation**  **Soft Skills**

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| **Relationship Management** |  |
| **Negotiation** |  |
| **Conflict Resolution** |  |
| **Attention to Detail** |  |
| **Interpersonal Networking**  |  |
| **Analysis & Accuracy**  |  |

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|  |  **Work Experience** **Sr. Manager (Finance) at Zydus Healthcare Ltd. (Cadila Healthcare Ltd.), Rangpo (Sikkim)** **Jan’94-Present** **Key Result Areas:** * Processing of all types of Non-PO bills (Admin., HR, Service Bills, and Transportation) & Capex/Opex & RM/PM Bills (MIRO)
* Ensuring disbursements of cheque payments to the debtors (Service & Opex) of all the vendors in line with the due date as per PO raised
* Administering preparation of BRS and provision posting; working on Capital Subsidy, Sales Tax Assessment, Stock Physical Verification, Budgeting, Budget related activities (Budgeted Operational Expenses, CCPC Ratio, Manpower Productivity & Material Transfers Value, Manufacturing PBT, Cost per 000’ Pills)
* Performing Scarp Sale Gate Pass & Rate Review, IFC Audit, Internal Audit, Commercial Audit, GST related activities (Budgetary Support Benefits)
* Regulating monthly expenses ledger scrutiny, monthly open PO & PR scrutiny, monthly provision entries related to site expenses
* Preparing, examining, and analyzing accounting records; computing taxes and preparing tax returns, ensuring compliance payment, reporting, and other tax requirements
* Providing payment to creditors as per due date; working on Petty Cash Management, Expense Bill Booking, monthly salary payment to workers & staff
* Ensuring advance settlement of employee & parties; reviewing sales invoice and checking of purchase invoice entry store keeper
* Forming audit plan and communicating the same to the Audit Team; leading the Audit Team on various assignments
* Reviewing the previous year’s audit report and identifying risk areas; studying various accounting standards, guidance notes and other relevant notifications applicable to the audit assignment
* Conducting the audit and finalizing audit report; discussing the issues with the seniors
* Assigning and reviewing work done by the team members; verifying the documents and audit working papers of the team to check compliance with the standards
* Administering preparation of Finance MIS System to support the plant management with the generation of financial MIS

 **Education** * **B.Com.** from Calcutta University
* **CMA (ICWA)** from The Institute of Cost Accountants of India, Final 1st Group
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| **Personal Details**

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| **Date of Birth:**  | **05th April 1966** |
| **Languages Known:**  | **English, Hindi and Bengali** |
| **Address:**  | **Post Udayrajpur, East, Madhyamgram, Kolkata, 700129** |

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