|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **SNEHANGSHU SEN**  **Accounts Payable | Procure-to-Pay Accounting Operations**  Achievement-oriented professional, targeting for senior-level positions in an organization of high repute. | | |  |  | | --- | --- | | +91-9734001519 |  | | snehangshusen8095@gmail.com |  | |
|  | **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**   |  |  | | --- | --- | | **Relationship Management** |  | | **Negotiation** |  | | **Conflict Resolution** |  | | **Attention to Detail** |  | | **Interpersonal Networking** |  | | **Analysis & Accuracy** |  | | |
|  | **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 | | | |
| **Personal Details**   |  |  | | --- | --- | | **Date of Birth:** | **05th April 1966** | | **Languages Known:** | **English, Hindi and Bengali** | | **Address:** | **Post Udayrajpur, East, Madhyamgram, Kolkata, 700129** | | | | | |