RESUME

## UJJAL GHOSH

**S/O LATE PANCHANAN GHOSH**

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***Objective\_\_***

A challenging career as Multi-functional in Accounts , Finance & Taxation that requires analytical and creative skills in implementing / supporting toward organization goal with best utilizes my knowledge

+ my past experience in a professional team environment.

# Career Abstracts

* **B.Com** from Calcutta University, WB & **MBA (Fin)** from IICT- Lucknow.
* Over **15 years** of experience in managing overall accounting functions, currently designated as **Associate manager** in **Greenpanel Industries Limited** to looking after accounts and financial operation through **SAP R/3** as a **Sales Enabler –Commercial o**f the **07 branch** controlling of **East Zone**, India, **reported to Assistant General Manager.**
* Effective cash & bank management, Reconciliation Compliance of Statutory and Internal Audit.

## ACHEIVEMENTS: ‘CERTIFICATE OF EXCELLENCE’ awarded as the best performing branch commercial in All India Commercial meet in ‘Luxor Writing Instrument Pvt Ltd’,

***Proficiency Matrix***

### Accounts &Finance

* + Monitoring A/R, A/P, G/L & Ageing Analysis on monthly basis through SAP R/3.
  + Maintain accounting system which provide accurate, timely and consistent input for management reporting. Preparing various ledgers and reconciliation statements viz. bank reconciliation, credit reconciliation etc, for analyzing the accuracy of books of accounts.
  + Handling making of MIS (commercial)reports viz. debtors, creditors, expense sheets as well as

customer’s balance confirmation &other statements for analysis of the profitability position.

* + Monitoringdaytodaycash&banktransaction,well-versedVendorbillbooking,Customersales order/challan/Invoiceentry,Vendor/Customernullifying,AccountingJV,Debitnote/Creditnote **through SAP.**

# Present Organizational Summary

## Corporate Group : GREENPANEL INDUSTRIES LIMITED

* **Company**: **GREENPANEL INDUSTRIES LIMITED**
* **Designation: Associate Manager**
* **Period**: **May 2018 to Till Date**
* **Expected CTC: NEGOTIABLE**
* **PREFERED LOCATION : KOLKATA**
* **NOTICEOERIOD: ONE MONTH**

**Role and Responsibilities Functional:**

* + Completing **Month end activity** through SAP with branch sales report, Indent report,

Customer’s O/S, MIS (commercial) reporting, on regularly basis as required by H.O.

## Through SAP following activities also completed on regularly:

**a>**Customer’s Order/indent processing/Vendor’s bill booking for entire EAST zone.

**b>**Issue of debit/credit notes related to customer’s scheme/TOD/CD/RTGS discount etc.

**c>**Staff vendor’s expenses controlling with proper checking for entire zone on monthly basis.

**d>**Sales report/Collection report/customer’s ageing/Pending indent/pending etc. generated through SAP on regular basis as required by H.O/AVP/ZM Sir.

* + To minimize the expenditure on day-to-day service activities, office expenses, transportation etc.& Submitting Financial Report Collection / Sales on daily / weekly and monthly basis.
  + **Introduce of new dealer/stockiest with checking of completed agreement/documentation** with also random physical verification for further process to Corporate Finance Dept. **Submit Monthly Petty Cash** expenses to Corporate Finance Dept.
  + **Balance confirmation activity** completed on QTRLY basis from customer.
  + **Direct Co-ordination with customer** for entire EAST zone for their diff issues settle/order collection.
  + **Logistics Dept compliance** activity performed completely with co-ordinate to plant/factory for materials supply through GST billing to customer.

# Previous Experience

1. Worked as a **Regional Commercial Officer –Commercial** in **Luxor Writing Instruments Pvt ltd. from Oct’15 to May’2018.**
2. Worked as a Assistant Accounts Executive in **PepsiCo India Holdings Pvt Ltd (under Payroll of Adecco India Pvt Ltd.)**, **from Aug’11 to Sep ‘15**.
3. Worked as Central Order Processor in **Dabur India Limited, Kolkata**, **from Feb’11 to Jul’11**.
4. Worked as Warehouse In charge in **Daffodil Drugs Pvt Ltd. Kolkata**, for the period **from Aug’09 to Feb’11**

### Skill Purview

* ERP Applications**: SAP R/3 (ECC 5.0) FICO Module**, **SD & MM Module**
* Operating System: **Windows NT, Windows, Tally & MS Office, Excel.**

### Academic credentials

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| --- | --- | --- | --- |
| * M.B.A.(FIN) | – Indian Institute of Commerce & Trade | 2019 | 69% |
| * B. Com | – Calcutta University, | 2007 | 40% |
| * H.S.(Sc) | -WBCHSE | 2004 | 49% |
| * Madhyamik | -WBBSE | 2002 | 56% |

***Professional credentials***

* FICO Module Training Completed 2010
* Diploma Industrial Accountant 2009

### Personal Details

Date of Birth : 03rd December1985

Correspondent Address : 9/27 Pasupati Bhattacharya Road, Kumar Gaden 1st lane

KOLKATA - 700034

Marital Status : Married

Date: \_ (UJJAL GHOSH)