

Rakesh Das

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Seeking Challenging Assignments in Financial Management with a growth oriented organisation.

PROFESSIONAL SYNOPSIS

- ★ **A dynamic Accounts professional with 15+ years of experience in accounts & administration.**
- ★ Expertise in handling Dealers Network. Making and maintaining good relationship with Vendor, Customers and Dealers.
- ★ Planning, strategizing and implementing abilities with demonstrated success in handling Accounts & related administrative matters.
- ★ Adept at handling day to day administrative activities in coordination with internal / external departments for smooth business operations.
- ★ An effective communicator & Team player with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organisational abilities. Possess a flexible & detail oriented attitude.

CORE COMPETENCIES

- ❖ **Financial Management – Budgeting, Costing, Cash Flow.**
- ❖ **Accounting – P&L A/c, Balance Sheet, Taxation.**

ORGANISATIONAL EXPERIENCE

Radha Krishna Foodland.

July'11 - Presently

R.K.Foodland Pvt. Ltd. a group company of M/s RCSPL, RFCPL, RKHS and is the leader in the design and delivery of cutting-edge supply chain solutions in India.

Role: Manager – Finance & Accounts.

Responsibilities Handled:

- Handling Key A/c's of McDonald's (Connaught Plaza Restaurants Ltd), PVR, Dominos, Mondelez for North and East DC.
- Managing a team of 11 staff.
- Exposure of Accounting in Ramco System, NetSuite Navition
- Close monthly Trial Balance and Prepare P/L and other MIS for management.
- Preparation of daily transport P/L report (vehicle-wise).
- Preparation of comparison report for Sales with agreed price list on weekly basis
- Control over Documentation (GRN/ Invoice/ Adjustment Entry etc.)
- Preparation of Drive Closing Stock and reconciliation with System Closing Stock.
- Preparation of monthly sale margin.

- Responsible for timely deposit of TDS and GST.
- Preparation of Cogs and Variance Report
- Preparation & Analysis of all India McD MIS and sent to McDonald's HO.
- Meeting with MCD Supply Chain for MIS discussion.
- Handling Internal and External Audits for McD.
- Preparation of Customer's Invoices for W/H Business
- Preparation of W/H Pallet Utilisation Report and submit the report to CFO & COO for MIS review
- Responsible for Reconciliation of Customers and Vendor's A/c's
- Responsible for Daily Reconciliation of Bank A/c
- Preparation of North & East Cash Flow on weekly basis
- Close Monitoring of Payable and Receivable as per Cash Flow
- Review on Monthly Physical Stock Reco reports for PAN India against Tolerance % of Stock and submit the report to CFO & COO.

Achievement: Transferred to Head Office (Mumbai) in Dec'21 for handling North and West McD and transport accounting and helping RFPL external audit team.

I.T.S. Ltd.

Jan.'09 – Mar.'11

International Traceability Systems Ltd Is a well-known company in the agriculture sector.

Role: Asst. Manager Account in Delhi

Responsibilities Handled:

- Handling Accounts up to Finalisation.
- Assessment & scrutiny proceedings.
- Total payables of company vendor.
- Creditors/Debtors Reconciliation / Ageing (Monthly basis)
- MIS Reports, Daily Bank position, Receivables/ Payables, Sales / Purchase figure.
- Verification of staff salary & field staff TA/DA.
- Prepare financial Reports like Cash Flow / Fund Flow etc.
- Taxation: T.D.S., sales tax (VAT & CST), Service Tax, PF, ESIC, Income tax.
- Quarterly TDS Return & Half Yearly Services Tax Return Filing.
- Preparing P/L A/c & Balance Sheet
- MIS Weekly & Monthly reports have to send to Chief Finance Officer & Exe. Director.

Achievement: Transferred to Regional Office (Lucknow) as Branch Head - Accounts in Feb'10. Managing a team of 7 staff.

A.C.L.

July'05 – Dec.' 08

Aforeserve. Com Ltd. is a well-known company in the IT sector. It is a partner of ACCTEL (Taiwan). It is also a service provider of HCL, Acer, Lenovo, HP.

Role: Sr. Account Officer in Mumbai

Responsibilities Handled:

- Responsible for national cost & budget.
- Total payables of company vendor.
- Prepare staff salary & Verification of field staff TA/DA.
- Bank transaction handling.
- Prepare financial Reports like Cash Flow / Fund Flow etc.

- Taxation: T.D.S., sales tax (vat & cst), Service Tax, PF, ESIC, Income tax.
- Quarterly TDS Return & Half Yearly Services Tax Return Filing.
- Assessment & scrutiny proceedings.
- Handling Accounts up to Finalisation.
- Monthly MIS reports have to be sent to MD & Chairman.

Achievement: Transferred to Head Office (Noida) in Jun'06

EFF-ONE

August '02 – May '05

EFF-ONE is the only service provider for Toshiba Laptop in Mumbai since 1999. It is a support & sales partner of HCL Infosystems Limited.

Role: *Branch Accountant & Administrator in Mumbai.*

Responsibilities Handled:

- Responsible for Mumbai & Pune accounts.
- Daily Cash Book Maintaining.
- Bank transaction handling.
- Preparing Trial Balance & BRS.
- Professional and Sales Tax related work.
- Preparing P/L A/c & Balance Sheet
- Weekly reports have to be sent to HO Kolkata.

Kusum Electrical Industries

August' 99 – July '01

Role: *Accounts Assistant*

Responsibilities Handled:

- Petty Cash Maintain.
- Journal and Ledger entry
- Cash Book Maintain.
- Preparing Trial Balance.
- Prepare Invoice.

QUALIFICATIONS

- Pursuing Company Secretaries – Executive.
- MBA - Finance from Symbiosis Centre for Distance Learning, Pune.
- B.Com Honours from University of Calcutta in 2002.
- H.Sc from BMPC High School - West Bengal Board in 1999.
- SSC from BMPC High School - West Bengal Board - in 1997.

IT SKILLS

- Well conversant with **Microsoft Office**, work extensively on MS Excel (v lookup, h lookup, pivot), Word, Power-point.
- Tally ERP 9
- Microsoft ERP Navigation

- Ramco ERP.
- Internet Savvy.

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| STRENGTHS |
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- Challenging, ability to grasp easily, flexible and good sense of humour.
- Willingness to learn & accept failures to restart again more rigorously.
- Highly committed and involved in any assignment that I take up.
- Can adapt to situations fast and willing to accept challenges.
- Team leadership and work as a change agent.

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| EXTRA CURRICULAR ACTIVITIES |
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- Organised various cultural events at college with authority of being the finance head.
- Participated in various cultural events.
- Played football at district level.

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| PERSONAL DETAILS |
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Sex : Male.
Date of Birth : 6th January, 1981
Father's Name : Sri Biswanath Das
Language Known : English, Hindi, Bengali
Hobbies : Listening Music / Reading Books / Cooking.
References : References can be made available on request.

I hereby declare that the above particulars are to the best of my knowledge and beliefs.

(Rakesh Das)
