**VISHWAJEET BHATTACHARYA**

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**CAREER OBJECTIVE**

I am eager to embark on a career opportunity that aligns with my aspirations for dual fulfillment, encompassing both professional satisfaction and financial growth, while offering extensive industry exposure, skill enhancement, and continuous learning, ultimately culminating in a synergistic convergence of personal and professional development.

**WORKING EXPERIENCE**

**Total Work Experience: - 12+ years.**

**Organization-Present: - Transfar Chemical India Private limited**

(SBU of Transfar Group Co Ltd, **China**)(242-243, SRS Tower, Faridabad)

(www.transfarchem.com)

**Designation: -** Assistant Manager Finance

**Department: -** Finance

**Duration: -** From January 2021 to till date

**Key Responsibilities:-**

* Preparing **Monthly closing** Reports like Profit & Loss, Balance Sheet, Cash flow(Actual and budgeted)**,** Stock Reports, payable, Receivable and other multiple decision making reports for Management.
* Managing multiple **Fund Based** and **Non Fund Based** Limits. Negotiating with **Government Banks** for interest rates and other charges.
* Facilitating foreign payments through various trade finance instruments, including **Buyers Credit, Letter of Credit, Cash against Documents, Liberalize Remittance Scheme**. Preparing documents, **Negotiating** favorable rates and charges with banks.
* Handling **GST notices**. Communicating with GST officials, Preparing data, replying notices, filling cases with courts.
* Working on Advance tax, GST-ISD, Custom duty, 15CA-CB, 26AS. TDS and GST **Return Filling**.
* Booking import shipments on **CIF** or **FOB,** considering procurement cost of the shipments. Monitoring shipping line, CFS, CHA and other import charges to ensure cost effective procurement.
* Maintaining **Minimum stock** at each warehouse and processing the order for manufacturing and shipping. Tracking shipments. Reconciliation of stock.
* Arranging and processing **Payable** invoices with appropriate supporting including CHAs and Transporters. Handling other Payments.
* Managing **Receivables**, communicating with sales team and distributors for collection on time.
* Preparing and maintaining stock to customer wise **Price Variation,** **margin and discount** data for sales improvement.
* Supporting Auditors for statutory compliance.
* Analyzing balance sheets of multiple companies for short term and Long Term **Investments**. Studying Charts and other multiple data for derivative trade like **Future and Option**.

**Second Affiliation: - Giriraj Polymer**

(G-12, NDM-2, Netaji Subhash Place, Delhi)

**Designation: -** SeniorAccountant

**Department: -** Accounts and Import

**Duration: -** From March 2015 to December 2020 (5 years 10 months)

**Key Responsibilities:-**

* Finalization of Books of Accounts and preparation of periodical financial statements.
* Managing and getting daily accounting entries done by subordinates.
* Passing all types of payment, Import and adjustment entries such as GST, TDS, Payroll, inter-company transactions etc.
* Scrutiny of Ledgers and Reconciliation of **Banks,** Debtors, Creditors, **Intercompany transactions**.
* Preparation of various managerial reports required for decision making such as Debtors Ageing, **MIS**.
* Detailed working on **stocks** of manufacturing unit (factory).
* Handling all types of payable & receivable **including cash**.
* Following up to debtors for payments on mail and on phone.
* Computation, payment and adjustments of **GST. Filling** of **GSTR-3B, GSTR-1.** Reconciliation of **GSTR**-**2A.**
* Handling **Payroll** including cash. Working on **ESI** and **PF.**
* Calculation, payment and maintenance of **TDS** and **Custom Duty.** Handling complete accounting works of **import.**
* Resolving all types of issues with parties relates to **GST invoices** and **E-Way Bills.**

**First Affiliation: - SHIELD AUTOGLASS LIMITED (SBU of Asahi India Glass Limited)** (www.windshieldexperts.com), (SCO 23, Sector-14, Gurgaon)

**Designation: -** Officer Finance and Accounts

**Department: -** Finance and Account

**Duration: -** From May 2012 February 2015 (2 years 10 months)

**Key Responsibilities:-**

* Handling the Accounting of **16 branches**, (11 of ADSL and 5 of AIA) with coordinates.
* Preparing the **MIS** of 16 branches.
* Issuing all type of bank and cash payment including vender payment, rent, voucher salary, other petty cash payment to 16 branches.
* Viewing of monthly area manager checkpoints, monthly audit reports of all ADSL, AIA branches and reconcile with our data.
* **Reconciliations** of purchase with bill, inter branch, depot branch, HO branch, inter company, bank, credit card, credit sale, physical stock, cash, imprest expenses.
* Rectification of errors by branch. Issuing debit notes.

**EDUCATIONAL DETAILS**

# Educational Qualification:-

* **Graduation** (B.com- Regular)from C.C.S. University Noida in 2012.
* **Intermediate** from BSEB, Saharsa in 2009.
* **High School** from BSEB, Saharsa in 2007.

**TECHNICAL SKILL AND STRENGTH**

* MS Excel and all types of Tally.
* Basic Knowledge of **SAP**.
* Effective team leadership and motivation.
* Ability to work effectively under stress and adverse conditions with cool headedness.

**PERSONAL DETAILS**

Date of Birth : 15 November 1991

Language Known : Hindi, English, Bangla and Maithili.

Gender : Male

Home : Sector- 45, Noida

Marital Status : Un-Married

Other activities : Reading, Meditation, Cooking.

**Declaration:** - I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Date

Place  **Vishwajeet Bhattacharya**