

NARENDRA NATH KUNDU

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ACCOUNTS & FINANCE PROFESSIONAL

MBA with 10+ Years of Accomplished Experience in Accounts & Financial

Career Objective: Seeking challenging assignments in **Finance & Accounts** and merge into a dynamic globally focused organization that will strategically utilize my existing skill sets while providing opportunities to amalgamate personal enrichment with professional goals.

PROFILE

- Seasoned **Accounts & Finance Professional** offering more than 10 years of experience. With demonstrated hands on Supervision of all Accounting transactions including Sales & Purchase transactions, Stock Management, along with other accounting things.
- Demonstrated success in **establishing, streamlining, strengthening and control of accounts and finance** and related work and liaison related functions.
- Articulate communicator with strong analytical and **interpersonal skills; known for honest work ethics and executing tasks in time without compromising on quality.**

KEY COMPETENCIES

↻ Accounting Statements ↻ Fund/Cash Management ↻ Sales & Purchase ↻ Debtors & Creditors Management ↻ TDS
↻ GST ↻ Bank Reconciliation Statements ↻ Audit Facilitation ↻ MIS ↻ Internet ↻ Software savvy

PROFESSIONAL EXPERIENCE

“Loyal Registration Services and Bansal & Co. (from 2009 to 2013)

a 20 years old renowned Organisation engaged in the field of Trade Mark Registration and Patent.

Accounts Executive

- Generate bill and process to the Party.
- Follow up for Payment.
- Debtors and Creditors Reconciliation.
- Bank Reconciliation (BRS)

SURBHI Group (NOIDA) having “SURBHI BROADBAND PVT. LTD.” (from 2013 to till date)

a company engaged in trading of BroadBand equipments such as Antennas, Hardware, CCTV, Dish TV and other electronic items. “SURBHI TELELINK PVT. LTD.”, engaged in manufacturing of broadband items. The group is also having some Investment projects and has also ventured in to IT Industry.

Current active in EMS operations in the name of “SURBHI SATCOM PRIVATE LIMITED”

Assistant Manager in Finance and Accounts

- Overall supervising entire Billing and billing related activities.
- Manage optimal deployment of funds within the framework of Fund Management Policy.
- Deftly prepare monthly/quarterly TDS reports relating to preparation of TDS Challans and TDS Returns independently.
- Deftly prepare MIS reports relating to Debtors/Creditors outstanding and report relating to Debtors/Creditors reconciliation.
- Assist in smooth implementation of the accounting and management reporting system.
- Adroitly monitor and supervise day-to-day other activities in preparing MIS and other work related to F&A like coordinating with internal auditors and performing other job related duties as and when required.

- Accountable for providing quality standards for operational areas & ensuring adherence to quality standards.
- Lead efforts in developing & executing best practices & standard operating procedures targeting at organizational excellence.
- Actively involved in handling and managing the key mentioned activities:
 - Monitor on all payments & receipts through Bank & Cash and taking care of available Bank/Cash balances.
 - Supervise Sales, Purchase, Journal vouchers relating to TDS, GST etc. & looking for timely payment of all statutory dues.
 - Checking daily & monthly Bank Reconciliations.
 - Reconciling Branch/depot balances on weekly & monthly basis.
 - Take active parts in preparation and finalization of Balance Sheet and Profit & Loss Accounts.
 - Prepare various MIS related to Finance & Accounts as and when required by the Management or Higher Authority.

PROFESSIONAL QUALITIES

- Good Team Leader, Team Member and Team management quality.
- Always prepare to accept new Challenges.
- Believe in Co-ordination and Co-operation in work atmosphere.
- Believe in team effort.
- Eager to gain new Knowledge.
- Professional approach in work atmosphere.

EDUCATIONAL CREDENTIALS

M. B. A.(Finance) – 2009; Attained 70% (approx)

National Institute of Management (NIM)

BACHELOR OF COMMERCE (Pass) – 2006;

Delhi University

CLASS 12th (Commerce) – 2002;

CBSE, Delhi

MATRICULATION – 2000;

CBSE, Delhi

SOFTWARE SKILLS: MS Office; Tally (version-Prime, Erp9.0, 9.0, 7.2 and 6.3);Internet, Software like Savior, Bace, Genius, Keka

EXTRA CURRICULAR ACCOLADE

⇒ Actively participated in Football and won Certificates & Prizes.

Salary withdrawn: 18 Lakhs per annum

Salary expected: Negotiable

PERSONAL INFORMATION

Date of Birth: May 2nd, 1982; **Gender:** Male;**Hobbies:** Games & listening to music; **Language Proficiency:** English, Hindi & Bengali

(NARENDRA NATH KUNDU)

DELHI/NOIDA