

# SUMAN SETH

## Accounts Professional



coolsuman123@yahoo.co.in



09594355225

**Nearly 12 years** of extensive experience in accounting; targeting mid-level assignments with a reputed organisation

### Profile Summary

- ❖ Steered **overall financial accounting operations** including receivables & payables, ledger books, bank reconciliation & finalisation of accounts; supported internal and statutory audits across various locations to ensure that appropriate controls were in place
- ❖ Experienced in **domestic site experience** in Project Management with competencies in safety & quality standards
- ❖ Processed **Accounts Receivable (AR)** including posting and balancing of daily cash applications, filing of records & general account reconciliations; managed day-to-day processing of **Accounts Payable (AP)** transactions
- ❖ Managed **logistics solutions**, achieved tight schedules & deadlines, enabled prompt project completion, reduced inventory costs & increased profitability
- ❖ Ensured efficient processing (payment allocation, reconciliation and month-end reporting) of company receivables and timely collection in accordance to company policies
- ❖ Built & maintained **vendor & client relations**; evaluated vendors, managed ordering process, payment process and prepared various MIS reports for decision-making by management
- ❖ Prepared and presented weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- ❖ Established & maintained an efficient recordkeeping / MIS System; assessed the prevailing corporate environments by reviewing and enhancing all financial procedures and inventory & cost controls

### Core Competencies

#### Accounts Receivable & Payable

Cash & Fund Management

Vendor/ Supplier Management

#### Monthly Account Reconciliations

Financial Analysis & Planning

Compliance Management

#### Statutory Compliances

Team Building & Leadership

Management Reporting (MIS)

### Organizational Experience

#### Since Dec'2011 with Larsen & Toubro Ltd., Chennai

##### Growth Path:

01'12-06'16 as Accounts Supervisor

07'16-12'18 as Accounts Officer

01'19-04'19 as Accounts Executive

04'19-02'20 as Accounts Executive in the role of site Accountant

##### Key Result Areas:

- ❖ Creating project accounts in the accounting system; maintaining project-related records, including contracts and change orders
- ❖ Authorizing access to project accounts and transfer of expenses into and out of project-related accounts
- ❖ Reviewing and approve supplier invoices & time sheets for work related to a project and overhead charges to be applied to a project
- ❖ Analysing account totals related to project assets and expenses; investigating project variances and submit variance reports to management
- ❖ Conferring with receivables staff regarding unpaid contract billings
- ❖ Reporting on project profitability, any opportunities for additional billings and regarding the remaining funding available for projects to management
- ❖ Creating or approving all project-related billings to customers; checking all project expenses not billed to customers
- ❖ Responding to requests for more details from customers/Head office
- ❖ Closing out project accounts upon project completion
- ❖ Compiling information for internal and external auditors, as required

## Projects:

**Project:** Sahar Elevated Access Road Project, Mumbai (WEH)  
Duration: 29.12.11 to 04.09.15

**Project:** Demobilization & winding up of 'Nashik Road Project'- Nashik (Road Project)  
Duration: 05.09.15 to 15.10.15

**Project:** WDFCCIL, Faridabad & Noida (Indian Railways -Special bridges)  
Duration: 16.10.15 to till date

## Key Result Areas: (As Accounts Officer)

- ❖ Managed cash & bank transactions; maintained proper documentation
- ❖ Checked S/C bills and P&M hire bills; prepared the same as per the EIP system compliance
- ❖ Prepared:
  - First Day Sales Report & sent the same to headquarters
  - BG Reports submitted to client & Sub-contractor BG submitted
  - Sub-contractor Provision, other liabilities, Stale Cheque, Deposits & Scrap Sales reports and reported the same to HQ quarterly
- ❖ Supervised cost reduction and coordinated with stores/planning departments to maintain proper documentation as per the audit requirements
- ❖ Ensured proper fund management at site level for various expense & remittance
- ❖ Reconciled:
  - Bank & cash transactions to ensure nil discrepancies in bank and cash balance
  - Subcontractor & supplier ledger thus ensuring up to date payment and balance outstanding for the particular site

## Previous Experience

**Feb'2008 – Dec'2011: ICICI Bank, Chennai as Officer/Sr. Officer**

## Certification

- ❖ Completed NSDL-Depository Operations Module in Jan'2009

## Academic Details

- ❖ PG Diploma from 'Institute of Finance Banking and Insurance' with 73% in 2008
- ❖ Completed three months class work successfully in NIIT IFBI (Post Graduate Diploma in Banking Operations Program) in 2008
- ❖ B.Com. from Vinoba Bhave University in 2007 with 65%
- ❖ 12<sup>th</sup> from Vinoba Bhave University in 2004
- ❖ 10<sup>th</sup> from De Nobili School in 2002

## Technical Skills

**Operating Systems:** Windows XP/7/10, MS Office

## Paper Presentation

Presented paper on Rural Banking in Institute of Finance Banking and Insurance

## Soft Skills



## Personal Details

**Date of Birth:** 04<sup>th</sup> September 1985

**Languages Known:** English & Hindi

**Address:** S/o. Shyam Kishor Seth, Arabind Nagar, Kulti, Near L.C. More, Burdwan,  
Post: Kulti - 713343