

## Sr. Asst Commercial Officer

# PINTU GHORUI



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Address: 123 / 17, G.L.T Road  
Kolkata, West Bengal, India.

### Objective: -

I have 16+ years of experience as Accounts Payable specialist, Commercial Officer and Sr. Accounts officer, using the professional accounting concepts in coordination with company policies for solving complex accounting issues. I ensure that accounting functions are completed in accordance with established standards, policies and procedures.

**Achievement: -** Winner of best Employee in 2012-13 in Accounts Department in My Home Industries Ltd.

### Personal Information:

Father's Name		Ranjit Ghorui
Permanent Address	:	26, Nityananda Colony , Po- Ariadaha
Current Location	:	Kolkata
Country	:	India
Sex	:	Male
Date of Birth	:	09.10.1985
Mobile	:	91-08584067407/09073926051
Email	:	<a href="mailto:pintug7@gmail.com">pintug7@gmail.com</a>

### Academic Qualifications:

<u>Qualification</u>	<u>Board/University</u>	<u>School / College/Institute</u>	<u>Year of Passing</u>	<u>Grade / Division</u>
MBA	Chandigarh University	Chandigarh University	Pursuing 2 <sup>nd</sup> Sem	
B. Com (Honors)	University of Calcutta	Surrendranath College	2005	2 <sup>nd</sup>
Higher Secondary	West Bengal Board of Higher Secondary Education	Dakhineswar High School	2002	2 <sup>nd</sup>
Secondary	West Bengal Board of Secondary Education	Dakhineswar High School	2000	2 <sup>nd</sup>

### Key Skills: -

1. SAP (FICO Modules)
2. E- Finance - from infouniv.

**Extra-Curricular Activities: -** Diploma in English Language (From ICA –Kolkata).

**Language Known: -**

Language	Speak	Write	Reading
English	YES	YES	YES
Hindi	YES	YES	YES
Bengali	YES	YES	YES

**Professional Experience: -**

<b>Present Engagement</b>	:	<b>Hindustan Colas Pvt Ltd (A JV of Hindustan Petroleum and Colas). Product- Bitumen Emulsion</b>
<b>Period</b>	:	<b>September 2019 to till date</b>
<b>Designation</b>	:	<b>Sr. Asst. Commercial Officer- F &amp; A</b>
<b><u>Job Responsibilities</u></b>	:	<p><b>Working on the following on various SAP (FICO) applications: -</b></p>
<b>Hindustan Colas Private Limited</b>		<p><b>1.Timely and Correct Processing of Bills:</b> - Thorough checking of Bills &amp; supporting documents as per approved terms and completing invoice booking and payment entries in SAP for 100% payments within the due dates</p>
		<p><b>2.Preparation of Tax Statements for Plants &amp; attached Depots:</b> -Compilation of GST Input tax credits &amp; its reconciliation with GST Portal; -GST returns data preparations, -Preparation of data for tax assessments, audits and refunds</p>
		<p><b>3.Receivables Accounting:</b> -Customer accounting, reconciliations &amp; clearing of customer advances on a monthly basis, Preparing Letters for BG confirmation from Banks for BGs received</p>
		<p><b>4.Payables Accounting:</b> -</p> <ul style="list-style-type: none"> <li>Manage full-cycle accounts payable, including receiving, processing, and verifying 1000+ invoices per month.</li> <li>Responsible for high volume processing, managing and reconciling invoices and provide related accounting support, approval and data entry for payment in seven states.</li> <li>Paying employees by receiving and verifying expense reports and requests for advances.</li> <li>Responsible also for capital expenditure tracking and invoice payment, vendor statement reconciliation, and maintaining vendor files, GL account reconciliations and month-end journal entries.</li> <li>Reconcile processed invoices to ensure 100% accuracy by verifying entries and comparing system reports to balances.</li> <li>Distribute payments to vendors, monitoring discount opportunities and resolving discrepancies in purchase orders, invoices, and payments. Vendor Reconciliations and raising of debit / credit notes as per terms of PO, Pursuing with vendors for Bills accruals or advance</li> </ul>
		<p><b>5.Handling Petty Cash Transactions:</b> -Handling Petty Cash transaction and timely recouping of funds as well as correct payments after thorough and authorisations of the bills.</p>
		<p><b>6.Reconciliation with HPCL:</b> - Issuing debit notes for discounts, hospitality incomes, transportation reimbursements etc as applicable; -Sending HPCL invoices on a fortnightly basis to HQO and clearing of payments against invoices in SAP; - Reconciliation between HPCL and HINCOL.</p>
		<p><b>7.Timely closing of location accounts:</b> -Timely completion of closing activities (stock take, Process Order Settlement, Bank Reco, Tds Accruals, Accruals, MSME payment tracking Report, EMD, SD, Retention Payment process status report, etc) within the scheduled dates.</p>
		<p><b>8. Assisting in Closing Activities:</b> -Providing data / documents for the quarterly closing activities</p>

<b>Previous Engagement</b>	:	<b>My Home Industries Limited (My Home Groups of Companies) Product- Maha Shakti Cement</b>
<b>Period</b>	:	<b>December 2010 to 31<sup>st</sup> August 2019.</b>
<b>Designation</b>	:	<b>Sr. Accountant (Department – Finance &amp; Accounts Department)</b>
<b><u>Job Responsibilities</u></b>	:	<b>Working on the following on various SAP (FI e) applications: -</b>
<b>My Home Industries Limited</b>		<ol style="list-style-type: none"> <li>1. Maintain relationship with the Dealers.</li> <li>2. Handling day-to-day accounts and handling cash dept. of My Home.</li> <li>3. Handling Tax dept. (GST, VAT, P.Tax, Entry tax, Way Bill).</li> <li>4. Stock Report preparation, Credit limit, Ageing Report.</li> <li>5. Prepare DSR, DCR on Daily Basis.</li> <li>6. Discount and other Scheme Calculation.</li> <li>7. NCR calculation.</li> <li>8. Handle various auditing task and prepare reports on auditing activities (Stock &amp; GL).</li> <li>9. Checking of Various bills and ensuring that the necessary GR entry has been passed in the System.</li> <li>10. Handle of Sales Accounting System &amp; keeping relation with sales network of W.B.</li> <li>11. Have adequate knowledge regarding the relation with finance and other management arrays like marketing and sales support.</li> <li>12. MIS Reports for higher management.</li> <li>13. Handle of all payment process.</li> <li>14. Handle of CFA Management, Stock Audit, B.R.S. &amp; General accounting</li> </ol>

<b>Previous Engagement</b>	:	<b>CYLPRO GRAVURE</b>
<b>Period</b>	:	<b>July 2007 to March 2010</b>
<b>Designation</b>	:	<b>Asst. Accounts Manager</b>
<b>CYLPRO GRAVURE</b>		<b><u>Job Responsibilities:-</u></b> Working on the following on various Tally applications: - <ol style="list-style-type: none"> <li>1. Maintain relationship with the customers.</li> <li>2. Handling day-to-day accounts and handling cash dept.</li> <li>3. Handling Tax dept. (VAT, P.tax).</li> <li>4. BRS preparation.</li> <li>5. Help to Prepare, Trial Balance, P/L account and Balance sheet.</li> </ol>

<b>Previous Engagement</b>	:	<b>Village Welfare society</b>
<b>Period</b>	:	<b>August 2005 to January 2007</b>
<b>Designation</b>	:	<b>Computer Operator (Department –Accounts Department)</b>
<b>Village Welfare Society</b>		<b><u>Job Responsibilities:-</u></b> Working on the following on various ERP (Bijli software). <ol style="list-style-type: none"> <li>1. Maintain relation with the customers.</li> <li>2. Managing cash flow and handling cash dept. of VILLAGE WELFARE SOCITY.</li> <li>3. Analysis social problem.</li> <li>4. Analysis default customers and Preparation Monthly report.</li> <li>5. Planning for next Goals and Circulation goals and motivating other staff to attain goals.</li> <li>6. Checking and making of regular DSR &amp; forward to H.O by the day end</li> </ol>

**Carrier Options & Opinion:** - Presently specializing working in Accounts & Finance department to more and more knowledge applications in different area & understanding the entire procedure of organization from bottom level to top level where I can apply my experience and skills with higher responsibilities to develop our organization in every surface.

Place :- Kolkata

Pintu Ghorui

Date :-

Signature.