

Debaleena Poddar (M.Com, C.A Inter-PCC)

4/2K/13, Ho Chi Min Sarani, SS Township, Kolkata -700061

Date of Birth: December 02, 1985

Ph: 9836891595 Email: frndz4lyf23@gmail.com

PROFESSIONAL EXPERIENCE

XFREIGHT TECHNOLOGIES INDIA PVT. LTD.- ACCOUNTANT (MARCH,2024-PRESENT)

JOB PROFILE includes –

- Invoicing and Billing.
Generate and send accurate and timely invoices to clients for goods and services rendered.
- Reconciliation and checking of logistics data from Alpine software
- Maintenance of books of accounts.
- Ensure that invoices comply with contractual agreements and pricing terms.
- Address any discrepancies or issues with invoices promptly.
- All types of vendor payment processing.
- Record and process incoming payments from clients through various channels.
- Matching collections and reconciling invoice & collection to ensure accuracy.
- Investigate and resolve payment discrepancies and issues in a timely manner.
- Maintenance of Tech accounts, internal portal & razorpay settlements.
- Credit Management.
- Monitor and manage overdue accounts, accounts payable & accounts receivable and implementing collection strategies as needed.
- Account Reconciliation
- Reconcile customer accounts regularly to ensure accurate and up-to-date ledgers & records.
- Investigate and resolve discrepancies in a timely manner.
- Maintain open and effective communication with higher management, sales and customer service departments.
- Respond to customer inquiries regarding invoices, payments, and account issues.
- Generate and analyze AR reports to provide insights into the financial health of the accounts receivable portfolio.
- Prepare MIS reports for management, highlighting key performance indicators and areas for improvement.
- Preparation of Budget and burn rates.
- Maintenance of books of accounts.
- TDS computation.
- Salary processing
- Finalisation of books of accounts.
- Identify opportunities for process improvement in the accounts receivable function.
- Collaborate with cross-functional teams to implement changes that enhance efficiency and accuracy.
- Ensure compliance with accounting principles, company

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policies, and relevant regulations

BLITHE EVENTS & TRAVELS LLP(BENTS):- MANAGER-FINANCE & ACCOUNTS(JULY,2023 – NOVEMBER,2023)

JOB PROFILE includes -

- Regular communication, resolving queries, co-ordination & proper follow up with clients.
- Preparation of MIS reports.
- Preparation of Outstanding statements & reconciliation with clients statements.
- Tracking of payment & collection on a daily basis.
- Preparation of Daily & monthly Payment and Collection Reports.
- Checking bank balance & bank entries (Payments & collections).
- Fund Allocation & Fund Management.
- Communication & co-ordination with branch offices & internal sales, contracting and operations team.
- Checking & verification of Cost sheets, tour bills & all expenses sheets submitted by sales team.
- Raising of E-invoices and co-ordination with clients.
- Follow ups with clients for payments and invoice related matters.
- Overall supervision & monitoring of books of accounts.
- Financial Planning & structuring.
- Cost checking & control.

DEVELOPMENT CONSULTANTS PVT. LTD.(DCPL):- EXECUTIVE- CREDIT CONTROL (MAY,2017-JULY,2023)

JOB PROFILE includes –

- E-invoice checking.
- Contract review & analysis.
- Jobs & financial viability analysis.
- Conducting credit checks on new customers, examining their financial viability.
- Resolving account queries & problems related to invoice payments.
- Bank & collection entries.
- Processing of incoming funds.
- Managing creditors debt & debt recovery.
- Checking of different documents.
- Project Report preparation.
- Reconciliation of invoice,collection & Receivables.
- Reconciliation of month end accounts.
- Calculation of outstanding dues, balance confirmation.
- Forex reconciliation.
- Tally & excel checking, follow up with clients.
- GST calculations, updating master files.
- Creation of new job codes.
- MIS Reporting.
- Preparation of Collection & other important reports for management & individual cells.

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THE STATESMAN LTD:- ASSISTANT MANAGER-ACCOUNTS (OCTOBER,2014 – APRIL2016)

JOB PROFILE includes -

- Preparation and Posting of Vouchers (Cash,Bank and Journal Vouchers)
- Preparation of Salary, Professional fees & ESI calculation for Kolkata, Delhi & all Branch Offices
- Reconciliation of receipts and payments
- Supervising Receipts & Payments Vouchers & cheques for all branch offices
- Booking of liability for Contributors,Dist. Correspondent& photographers,billing, adjustments & payment details calculation
- Filing ASI Return, TDS returns
- Preparing Bank Reconciliation Statements
- Assisting in accounts reconciliation and managing statutory & tax audit
- Scrutiny Assessment
- Generation of Account codes, retainership entries
- Bank guarantee, balance confirmation, RTGS, NEFT payments & misc bank work
- Foreign remittance (Dow Jones, Financial Times)
- Reconciliation of all statutory dues
- Finalisation of Accounts

TATA CONSULTANCY SERVICES, PROCESS ASSOCIATE (January 2013-April 2014)

JOB PROFILE includes - Analysis, audit and verification of contracts, ad copies,handling cyber accounts, IYP collateral, Value trak plus etc.

Worked on error reports (caption arrangements, trade discrepancy & heading discrepancy).

TKC & Co, Chartered Accountants, Audit Executive (October2010-January2013)

- Preparation of Audit Report
- Vouching and verification of accounts, stock verification and cash verification
- Scrutiny of Financial Statements

TKC & Co, Chartered Accountants, Articleship (3.5 Years)

- Conducted concurrent audits in premier organizations such as United Bank of India, Allahabad Bank, HDFC Bank, Dhanalaxmi Bank, Tania Constructions, Volvo (Royal Cruisers) Bank of Maharashtra, Dena Bank etc
- Worked on internal and bank audits
- General assignments included maintenance of accounts, preparation of financial statements of clients (including cash flow statements) and calculation of financial ratios

EDUCATION

CA Intermediate (PCC), The Institute of Chartered Accountants of India

- Passed in 2010
- Secured 52%

Master of Commerce, Calcutta University

- Passed in 2010
- Secured 2nd class

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Bachelor of Commerce, Calcutta University

- Passed in 2007 with 2nd Class (54%)
- Completed graduation from Sivanath Shastri College, Kolkata

Higher secondary examination

- Passed in 2004 with 1st division
- Secured 74%

Secondary Examination

- Passed in 2002 with 1st division
- Secured 73%

ADDITIONAL INFORMATION

Computer Proficiency: MS Word, MS Excel, MS PowerPoint, Financial Accounting packages such as Tally, Fact, Ace, Expert.

Elocution: Participated in the All India Elocution competition at R.K Mission and rewarded.

Hobbies and Interests: Stock trading, Creative writing, travelling, a passionate cook.

Languages Known: English, Hindi and Bengali