



ASHOK DUTTA

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Profile

Seasoned experienced professional in general accounting, currently spearheading as **Senior Supervisor - Accounts** with **The International Travel House Ltd. - a Subsidiary of ITC..**

Key Skills

- Budget development
- Budget tracking
- Revenue projections
- Negotiations
- Analytical skills
- Leadership
- Problem solving
- Time management
- Audit Facilitation
- Accounts Payable & Receivable
- Monthly P&L report
- Accounts Management
- Day audit
- Cash

Experience

From 20th Nov., 1996 to 30th Sep.2021

International Travel House Ltd - a subsidiary of ITC Ltd.

Designation : Senior Supervisor -Accounts (Day Audit)

Job Profile :

- Control towards organizational goals to maximize profitability and generate revenue.
- Monitor the funds flow and cash flow statements to review the inflow & outflow of funds & ensure optimum utilization of available funds to accomplish organizational goals.
- Accountable for budget planning, formulation, administration, analysis and evaluation of the project expenditure proposals to determine the difference between projected & actual results and implementing corrective actions to improve the processing.
- Statutory Registers, Salary, Accounting of expenses, adjustments, sundry creditors/debtors reconciliation, Contractors' bill processing & verification, TDS, Petty Cash Replenishment, Accounting, etc.

- Liaise with the various agencies while analyzing and reviewing their billings, compliances, purchase orders, vendor reconciliation, invoices, vouchers, Manual voucher booking expenses, agreements and other legal documents, ensuring timely payments.
- Provide decision support to senior management in the creation of business reviews and adhoc analysis, leading region-level revenue forecasting, metrics, and reporting responsibilities.
- Oversee the implementation of internal controls, developing MIS and conducting costing analysis.
- Liaise with External & Statutory Auditors while conducting audits for evaluating internal control systems/ procedures with a view to highlight the shortcomings and implementing necessary recommendations.
- Preparing financial reports to determine the financial viability, projecting cash flow and growth opportunities while preparing projected financial statements.
- Physical Verification of Assets.

01st Mar.,1994 – 19th Nov.,1996

Gainwell Enterprises Private Limited

Designation : Accounts Supervisor

Job Profile :

Budgeting, MIS, Books of Accounts/Final Accounts, Debtors Management, Creditors payment, Personnel Salaries, Supervision of Jr.Staff, Correspondence etc.

01stApril,1993 – 28th February,1994

Virgo Times & Travels Private Limited

Designation : Accounts Executive

Job Profile :

Supervising Banking Transactions, Budgeting, MIS, Books of Accounts, Follow up on Creditor Payments , Handling Statutory Correspondence, Maintenance of Records Supervision of Jr.Staff etc.

01stJuly,1988 – 31st/March,1993

Galaxy Travels Private Limited

Designation : Accounts Assistant

Job Profile :

Supervision of Cash and Bank Transactions, Maintaining Books of Accounts, Follow up on Creditors, Maintenance of Records, assisting in Company Audits.

Achievements

- 1) I started my career as an accounts assistant and at present I am working as an accounts officer.
- 2) I was the first employee in Gainwell Enterprises Pvt Ltd. has been awarded the achiever of the month prize.

Academic Qualification

- 1 1981 - SSC from West Bengal Board for Secondary Education (10th Standard)
- 2 1983 - HSC from West Bengal Council for Higher Secondary Education (12th Standard)
- 3 1985 - Bachelors from the University of Calcutta.(Bachelor of Commerce-Graduation)
- 4 Completed 6months Comp.App.Course from St.Xaviers' Comp.Centre

Computer Skills

- Proficient in Tally, Lotus Notes, MS Excel , MS Word, MS-Office , Internet. Etc.
- Proficient in English, Hindi, Bengali.
- Excellent Interpersonal Skills.

Personal Details

Date of Birth : 18th August, 1965

Marital Status : Married

Nationality : Indian

Referees

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|----------------------|---|--|
| 1) Mr Koushik Nag | - | Branch Manater
Jetfleet Ltd. – Ph. +91 9051189430 |
| 2) Ms Sunanda Khatua | - | Asst. Manager - IT
Int.Travel House Ltd. – Ph.+91 9830120593 |
| 2) Mr Sudip Satpathi | - | Asst. Credit Controller
Int Travel House Ltd. – Ph.+91 9830094926 |

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