

SAYAK HALDER

21, Ruby Park East,
P.O. Haltu, P.S. – Kasba
Kolkata – 700078

PERSONAL DETAILS :

Father's Name	:	Sujit Kumar Halder
Date of Birth	:	09.11.1991
Contact No.	:	9874836833, 9748839285
Email Id	:	prithuhalder136@gmail.com sayakhalder78@yahoo.com
Nationality	:	Indian
Religion	:	Hinduism
Languages Known	:	Bengali, Hindi & English

PROFESSIONAL SUMMARY :

- Forward thinking Senior Process Associate with understanding of Finance and Accounting Operations. Offering more than number years of managing clients Cash Application processes. Skilled at type financial analysis with extensive Accounting process and knowledge.

KEYSKILLS :

- ★ Cash Application
- ★ Bank Reconciliation
- ★ Cash Reconciliation
- ★ Invoice verification
- ★ Annual Reports
- ★ Payments Processing
- ★ Vendor Payments
- ★ Creation of Credit Notes
- ★ Vat Calculation
- ★ Invoice Processing
- ★ Invoice Indexing
- ★ Billing
- ★ Journal Entries
- ★ File Reporting
- ★ Mis Reporting
- ★ Internal Auditing

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Software Skill

- Tally Erp
- Sap Fico
- Autoline Rev 8
- Webtop
- HMIS
- Infoport
- Orosolution

Work Experience

Accounts Receivable

- Cash Application
- Billing
- Collection
- Cash Reconciliation
- Client handling
- Credit note creation

Accounts Payable

- Invoice processing
- Vendor Payments
- Payments Processing

Compliance

- Annual Reporting

Record to Report

- Bank Reconciliation
- Bank Reconciliation Statement
- Journal entries for General ledger
- Value Added Tax
- Mis Report

Department

- ★ Finance and Accounting Department
- ★ Finance and Accounting Operation

WORK HISTORY :

- Senior Process Associate, 11/2013 to till now.
- TCS Financial Services – Kolkata, India.
- Currently working in **Accounts Receivable** Team
- Performed **Cash Application** and **Cash Reconciliation** (Entry having multiple line item,e.g, Auction, Manufacturing Remittance) on a daily basis.
- First need to download daily tracker file from HSBC Bank.net via Hsbc portal.
- Then need to paste the raw data in our daily reporting tracker file and then formatted and segregated which goes under debit and credit.
- Then categorized to payments, receipts, payments processing and Staff



expenses

- Then segregated equally to the team members according to the allocation.
- Helping team members if anyone facing issue in processing, posting transactions.
- For payment entries need to check account code from useful file which is created by clients and then start processing our work.
- For receipt entries need to check remittances/invoice, if missing then need to mail Clients for providing Invoice through outlook mail or else another side, i.e., Email Manager (ibos Client).
- There are few transactions which have multiple Line items (Manufacturing Remittances), for those transactions need to post in Suspense Account and then create Journal entry.
- After that need to Reconcile those line items in Nominal ledger to verify payments and resolve variances.
- There are few entries which is named as Auction for those entries need to segregate VAT Amount, for that a separate invoice to be created in Suspense Account and then reconcile the given transaction.
- Prepared billing statements and invoices fees customer purchases and recorded transaction date, price and fees to support accuracy, tracking invoices, receipts and deposit slips to generate monthly fiscal statements.
- Prepared and mailed invoices to customers, processed payments and documented account updates. Reported financial data and updated financial records in ledger and journals.
- Submitted cash and cheques deposits and generated cash receipts to record money received, Assessed data and information to verify entry, calculation and billing code accuracy.
- Reviewed time and attendance records to identify billable items.
- Partially have to QC/Internal Audit for checking any error or mistake in processing Cash Application and Reconciliation. Auditing is used mainly if suppose any theft and fraud has been taken place or not.
- For Fax Copy we need to follow Collection Process since particular those remittances enter very lately, for that we need to mail randomly either Credit Control team or else Dealership Accountants unless clients will threat us if there money receipt date exceeds.
- If there is any in error in processing Cash Application, then need to open history and check how the item has processed, on that way need to reverse for correcting and entry and make a fresh entry
- Monitored self – checkout systems and provided assistance or intervention where required.
- After finishing the whole work need to save the tracker file and Create **Mis Report** and forward it to the Clients for showing how mainly items we have processed within the whole day and update the SLA tracker also how many items are completed and how many goes to query.
- Processed POS transactions, including cheques, cash and credit purchaser or refunds.
- ed POS System to enter orders, process payments, and issue receipts.
- Processing EFT for **Vendor Payment**, e.g.-buying stationary items from vendor, goodwill, vehicles, refunding amount to those customer who have returned there goods to our company for their any personal reason or unsatisfaction.



- Next **Bank Reconciliation** need to process for checking both Cash and bank balance are equal or not, checking both debit and credit side of daily processed transaction.
- If there is any amount skipped or getting error then Bank reconciliation while not get processed, on that moment we need to verify and check who has done the mistake, then need to mail that person to kindly rectify that error entry.
- After that Bank reconciliation get prepared, last days closing balance of Banking transaction will be todays opening balance and todays closing balance will go under closing balance area in Bank Reconciliation Template File.
- Partially I have worked in P2P team also, i.e., Invoice Processing and Invoice Indexing.
- **Processing Invoice** for paying money to the vendor after getting 3 way match,i.e, P.O., Goods Receipt and Invoice for checking correct quantity, order specification and price according to the terms of order.
- Any invoice get received, need to verify and check Beneficiary and Purchaser details are showing correct or not by opening document from webtop and cross checking with Hmis.
- If name, address, amount, quantity, purchaser signatore, Reviewer signature and counselor signature everything is Ok, then click on completion, if any error is there then need to send rework to clients to please kindly rectify it.
- Preparing Annual Reports, filling templates by checking the old file, reconciling amounts and after completing every step mailing to the Client.

EDUCATION :

Name of the Exam	Board / University / Institution	Year of Passing	Division
Bachelor of Commerce (Accounting & Finance)	University of Calcutta	2013	2nd
Higher Secondary	St. Lawrance High School - Kolkata	2010	1st
Madhyamik	Silver Point School – Kolkata	2008	1st

CERTIFICATIONS :

- Licensed Job Title – Completed 7.11 years in TCS
- SAP FICO – Info Univ Institute.
- Tally ERP – NIIT Gariahat Centre.
- DFA – NIIT Gariahat Centre.
- Basic knowledge in Computer skill – Yuba Kalyan Samity.

AFFILIATIONS :

1. Nominated TCS Star Performer in 2017 and 2020
2. Completed 3 years and 5 years in Tcs
3. Project performer for supporting team and giving extra effort

Preferrable Location

Hyderabad, Bangalore, Mumbai, Pune, Kolkata

Date :

Place : Kolkata.

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