

PRITAM DHAR ROY

Mobile: +91-6009270069; Email: mbapritamroy@gmail.com;

MBA Finance with 11+ year's exp(Sept 2020) in Corporate and Government Sector

PROFILE

- 11 + years' experience in Banking and Finance Industry, having MBA in Finance, and National Stock Exchange Certification in Financial Markets
- Strong organizational skills & ability to handle multiple tasks along with excellent communication and interpersonal skills.
- Possess an analytical bent of mind with an ability to interact effectively with people across all levels.
- Resourceful and competent to create win-win relationship through excellent coordination/negotiation skills and excellent communication skills.
- Presently working as Panchayat Resource Development Officer (Financial Management), for RD(Panchayat)Dept. Govt. Of Tripura.

CERTIFICATION

1)National Stock Exchange Certification in Financial Markets --

- Capital Market (Dealers) Module - 2008
- AMFI-Mutual Fund(Advisors) Module - 2009

2)Indian Institute Of Banking and Finance –

- Anti-Money Laundering-KYC Module – 2013

3)National Institute of Rural Development and Panchayati Raj, Hyderabad, GoI

- Master Resource Persons(ToT) - 2020

4)Harish Chandra Mathur Rajasthan State Institute of Public Administration, Udaipur, Rjasthan

- Personality Development – Aug 2020
- Gender Issues – Aug 2020
- Positive Work culture – Aug 2020

5)State Institute of Public Administration and Rural Development, Tripura

- Mentoring Skills – 2018
- ELT – 2019
- Evaluation of Training – 2019

Other -

- Operational Excellence Certification from Accenture Services Pvt. Ltd Bangalore, India–2011

Work Experiences→

A) Panchayat Resource Development Officer(Financial Management) Department of Rural Development(Panchayat), Govt. Of Tripura.

Jan/2016 to Till Date

Responsibilities:

1. Faculty of a state government run training institute.
2. Preparation of monthly & yearly training calendar for PRTI.
3. Preparation of training module for PRTI.
4. Preparation of monthly report of PRTI.
5. Certifying vouchers related to training of PRTI.
6. Communicating with respective blocks & all concern regarding training schedule.
7. Conducting training programmes at block level.
8. Managing overall management of PRTI.
9. Rendering services to other PRTIs & department whenever it is required.
10. Participation of different state, national & international level training programmes.
11. Supervision of clerical staffs posted at PRTI. Etc.

B)Executive – Accounts, Agartala, Tripura New Ambadi Estate Pvt.Ltd(Murugappa Group)

June/2013 –Oct/2014

Responsibilities:

1. Preparation of MIS Report.
2. Monitoring & reviewing budget and raising capex proposal.
3. Analysis of plan/Budget data with actual and reviewing budget control systems
4. Maintenance of payroll records, making payment to workers on weekly & Monthly basis.
5. Collection of 'C Forms' from sales tax department.
6. Collection of Road Permit from Sales tax department (FORM 24,26 & 27)-Online & Offline both.
7. Responsible for fund mobilization, budgeting, accounting, Cash handling (Imprest Cash).
8. Co-ordinate with concerned dept. on commercial contracts, operation & maintenance
9. Maintaining of vendor records & customer records.
10. Handling all bank related matters.
11. Generating Sales report, Cost of Production, Expenditure report, Stock reports in SAP.
12. Keeping a track of Material issue & received in SAP
13. Raising GRN entries, after receipts of goods.
14. Account imprest cash bills in SAP.
15. Preparation of Variance Report for Civil work& others, if any.
16. Submission of sales tax Return.
17. Sending online Road Permit to the Vendors.
18. Handling all transporter related matters.
19. Making all vendor payment & follow-up with HO regarding any pending payment.
20. Sending reports on weekly & Monthly basis- for Natural Rubber latex received from various suppliers'.
21. Raising Purchase Order as per the requirement & sending those Purchase order to the concern vendors.
22. Keeping a track of Purchase Order issued & Materials received.
23. Keeping a track of goods in Transit.
24. Preparation of BRS Statement in the SAP.
25. Monitoring the cash & Cheque transaction in the bank account through online banking.
26. Keeping a track on Re-Order quantity of our required materials.
27. Reimbursement of bills to the employees.
28. Keeping a track of Fuel & electricity consumption of the factory.

C)Sr Process Associate

June/2010 – May/2013

Accenture Services Pvt Ltd., Bangalore.

Client Name- National Australian Bank (NAB)

Responsibilities:

1. Internal Audit, Analysing of Financial Reports.
2. Checking Asset & Liability General Accounts Report, Internal checking etc.
3. Management Reporting to client & Managers.
4. Knowledge in Impaired Assets System, General Banking process etc.
5. Office Suspense account – per bank policy.
6. Worked in SAP GL & AP, TSO, Smartview, HFM, Microsoft Access, SAP Business Objects.
7. Conducting client meeting on behalf of Accenture.
8. Giving training to other Team Members.
9. Maintaining 3*3 matrices, Operation Excellence Reports.
10. Monthly & Yearly Reporting to client & Accenture Management.
11. Spoc for Capability Development programme of Accenture.
12. Worked on 'Master Data Maintenance'.
13. Posting journals in SAP & HFM.
14. Reconciliation of Different source system.
15. Preparation of MIS Report.
16. Preparation of Weekly, Monthly & Yearly sales reports.
17. Analysis of sales numbers.
18. Movement analysis.
19. Currently part of Business Intelligence Team.
20. Analysis of plan/Budget data with actual.

D)Trainee Operation

Jan/2010– April/2010

Fidelity International AMC, Bangalore

Responsibilities:

1. Dealing with walk-in customer.
2. Reconciliation of Transaction & Reports.
3. Solving customer's problem. Worked in Talisma.
4. Processing of KYC, Checking the documentations etc.
5. Management Reporting to Operational Manager.
6. Maintenance of Daily transaction Report of the branch (ISC Bangalore).

E)Payment Process Associate

April/2009-Sept/2009

SoumyaDutta & Associates Chartered Accountants, Kolkata (With Spencer's Retail Ltd).

Responsibilities:

1. Reconciliation of Accounts.
2. Internal audit of the accounts.
3. Preparations and analysis of Financial Statement
4. Calculation of TDS (in SAP).
5. Hands on knowledge of SAP- AP & ORACLE.
6. Maintenance of payroll records.
7. Processing of invoices in SAP- AP, Collection of C form and Road permit.

F)Sr. Executive

Sept/2008-Feb/2009

NJ India Invest Pvt Ltd (Largest Mutual Fund distribution house in India), Kolkata

Responsibilities:

1. Maintenance of payroll records for the branch employees.
2. Reporting of total sales reports to the Managers.
3. Handling of Sales Team for insurance & Mutual Funds
4. Conducting Training class for brokers.

5. Maintenance of expense record for the branch & its employees.
6. Helped broker to increase customer base & helped brokers how to keep their records etc.
7. Conducting of weekly & monthly meeting of advisors & investors.

Project Undertaken(MBA)(2007-08)

Title: A practical study on bank performance of Loan/Advance of UBI Bank, Agartala

Organization: United Bank of India (Agartala Branch)

Description:

- Collect data from different sources i.e. from bank employees & the customers
- After collecting the data I had to accumulate them in the project
- The product was various kinds of loans/advances like car loan, house loan, personal loan etc
- Calculate the growth of those products & find the drawbacks.

Educational Development

Phd in Business Management,

Tripura University.

Pre PhD course work completed.

2015

MBA Finance,

Pailan College of Management and Technology (AICTE approved), WBUT, Kolkata,

2008

Bachelor of Commerce (honours),

M.B.B. College, Tripura University, Agartala,

2005

XII,Bodhjung Boys H.S school, Tripura Board of Secondary Education, Agartala,

2002

X,Bodhjung Boys H.S school, Tripura Board of Secondary Education, Agartala,

2000

Systems Experience and Proficiencies

- Pivot Tables, V lookup, H lookup, Advance Formulas and Functions.
- Knowledge of SAP, HFM, MS Access 2003.
- Operational Excellence Reporting knowledge (R2R).
- Knowledge in Mutual Fund, Capital Market, Banking industry, AML-KYC.

Personal Details

Date of Birth: 17th Feb, 1984
 Languages: English, Hindi and Bengali.
 Present Add – Agartala, Tripura.

Achievements:

- **Obtained 1st Rank in the recruitment of Panchayat Resouce Development Officer(Financial Management) for RD(Panchayat) Dept, Govt. Of Tripura by Tripura Public Service Commission, Agartala, Tripura[Advt. No – 13/2014, Item No – 4, Dated 6th Dec 2014 of TPSC].**