

# Sowren Kumar Mallick

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## KEY SKILLS & CORE COMPETENCIES

- MIS & Book Closing finalization
- Budgeting & Overhead Preparation
- Segmental P&L (Product wise)
- Capex Management
- Forecast & Variance Analysis
- Record to Report (RTR) / MIS Reporting
- Purchase Order Function
- Gross margin analysis with quarter basis
- Automation in process and Cost Saving
- General Ledger Accounting
- Month end, Quarter end and year end closing
- Finalization, Review and Analysis of Financial Statement
- Accounts Receivable (AR) / Order to Cash (O2C)
- Accounts Payable (AP) / Procure to Pay (P2P) / Source to Pay (S2P)
- Inter Company Transaction and reconciliation
- Inventory Management

## ACADEMIC DETAILS

- **PGP (Finance & Marketing)** from Indore Indira School of Career Studies, Indore in 2010.
- **MBA (Finance)** from Sikkim Manipal University.
- **B. Com. in Computer Application** from Shri Vaishnav College of Commerce(DAVV), Indore

## PROFILE SUMMARY

- Experienced and skilled professional with over **14 years** of diverse experience as Finance and Accounts dept.
- Strong understanding of all aspects of Accounting and Financial Management including MIS & Book Closing finalization.
- Account payables, Inventory management, Capital expenditure, Budgeting, Overhead Control.
- Presently working with **Varroc Polymers Pvt. Ltd.** contributing to **Plant Finance controller.**
- Expertise in managing Inter Company transactions and reconciliation, documentation, validations to sustain the regulatory compliance.
- Establishing leadership status for company in industry associations, strategic intervention on various regulatory policies, and analysis of business environment in states for new initiatives.
- Possess excellent **analytical, interpersonal and organizational skills** with proven capabilities in **team management**, process enhancement and training & development.

## ORGANISATIONAL EXPERIENCE

<b>Varroc Polymer Pvt. Ltd</b> (Auto ancillary part manufacturer- Polymer, Electrical parts, Electronics, lighting, Metallic) <b>Head Finance Plant</b>	<b>18 Nov'2023 to Till date.</b>
<b>Ve Commercial Vehicles Ltd.</b> (A Volvo Group and Eicher Motors Joint Venture) Assistant Manager (Finance Controller)	<b>Dec'2012 to Nov'2023</b>
<b>Shakti Pumps (India) Ltd</b> (Stainless-Steel Submersible Pump manufacturing industry) Accounts Executive (Finance & Accounts)	<b>Apr'2010 to Nov'2012</b>

## Work Experience

### Key Result Areas in Varroc Polymer Pvt Ltd:

#### Budget & Overhead Preparation:

- Preparation and Presentation of Yearly Overhead & Capex Budgeting formulation & finalization.
- Rolling forecast and Prepare Manufacturing Annual Operation Plan for next year.
- Budget finalization (Income statement, Cash flow, Working Capital, Overhead( Direct & Indirect), Manufacture Variable, Manpower cost, Budget & Current year Reco variance)
- To assist dept. in providing the details of respective GL required for budget preparation and controlling.
- Conclude budget, prepare OH sheet, Direct Indirect OH, Summary sheet & year wise trend.

#### MIS & Books closing:

- Prepared monthly MIS reports (Cash flow, Income Statement, Working capital & Overhead reports).
- Release Flash report of Production nos & Sales value to corporate office.
- Monthly review of all GL accounts pertaining to Plant and analysis spends versus Budget.
- Presenting the Plant P&L to Operations team by 10th of every month with special focus on monthly cost trend, areas of improvement.
- Revenue Overheads monitoring and controlling & provision scrutiny and their finalization.
- Overhead Analysis & Circulation of Variances of Budget vs. Actual (MTD & YTD) and submitted to Management.
- Capex Outflow variation report preparation (CWIP Aging & Review of delay project).
- Prepared variance reports such as Forecast vs. Actual sales.
- Analyzing actual conversion costing v/s budgeted cost.
- Prepare forecast sales for HO format( Production nos, Cash flow, Working capital & BS)

### **Capex Management:**

- Verify and release the IPR/WBS as per authority matrix and allocated budget.
- Analysis of new project control over Capex spending Plan and timely capitalization.
- Prepare capex outflow sheet as an input file for MIS reporting.
- Capitalization of Assets in the books of accounts as soon as project following capex Policy guidelines.
- Yearly Physical verification of fixed assets & process for write-off note.
- Prepare CWIP report for keeping track of WCC submission. (Follow up with user dept. for timely submission)

### **Inventory Management:**

- Preparation of Inventory aging report and reporting of Inventory Variances.
- Perpetual Inventory posting of monthly and yearly wise.
- Organizing physical verification of A,B and C class items reconciliation in Yearly.
- Ensuring Monthly Inventory Physical Verification & booking of the Counting Journals for the differences with proper remarks with help of operations team.
- Exceptional reporting and fortnightly review of more than 180 days & 1 Year inventory.
- Monthly analysis of Plant Inventory and report non-moving stock/quality stock for corrective actions.
- Inventory Analysis with consumption report.

### **Operational Activity:**

- Verification and approving of Invoices for booking and ensure correctness of the amount charged, postings to correct GL codes & Cost Center and relevant backup documents are available.
- Support manufacturing team in identifying cost reduction and cost control and other areas of opportunities.
- Assist various departments in accounting issues and queries.
- Ensuring timely booking of invoice, closure of open GRIR, reconciliation and coordinating with other department.
- Managed day-to-day operations of different AP areas including PO and Non-PO invoice processing, Vendor Desk, Internal Client & Vendor Relations, and Payment Processing.
- Checking & verify of Purchase Order (Capital Service, General Purchase & Schedule PO).
- Ensure timely booking & payment of temporary workman by proper booking of salary on monthly basis.

### **Statutory Compliances:**

- Provide detail of Statutory Audit -Quarterly LR/Hard Close/Annual Closing / Internal Audit.
- Yearly prepare detail of addition assets for MP Traffic Bhopal for Fiscal Incentive.
- Prepare data for Advance tax & deferred tax working and provide to HO.
- Facilitation in providing data / details to corporate office for Income Tax Assessment.

### **Key Result Areas in Ve Commercial Vehicles Limited:**

- Preparation of the Budget & Forecast files for review & finalization.
- CO-PA Reporting with detailed analysis on RM Cost, Budget V/s Actual, Product-Mix Comparison.
- Weekly Review of the Material Cost based on the production booking to review the margins being generated customer-wise.
- P&L Monitoring: Review & plotting of reasons for deviations in expenses month-on-month, Budget vs Actual and further abrupt increase or decrease in previous vs current month.
- Cost Monitoring and Improvements: Understand and validate the Operation Excellence savings being reported by operations team. Identify the areas of improvement together with the Operations Team and help to implement the same.
- Customer-wise reasoning for variances in RM Cost.
- Normal & Capex Vendor Advance Review & Controlling.
- Ensuring implementation of Internal Controls as per the Risk-Control Matrix (RCMs) and Control Self-Assessment (CSAs).
- GL scrutiny/reconciliations and regular clearing of aged items.
- Checking the Inventory Valuation & other abnormalities in inventory report & there corrections with help of MRP Team.
- Ensuring Monthly Inventory Physical Verification & booking of the Counting Journals for the differences with proper remarks with help of operations team
- CWIP Booking, Review & Clearing on regular basis & monitoring all delay project.
- Monthly Reporting of Capex Cash-Out & Capitalization as per Group Reporting timelines.
- Preparation & Review of the FAR on monthly basis.
- Physical Verification Program for Fixed Asset & subsequent actions in books according to the findings of the physical verification.
- Monthly Depreciation Run & Review of Depreciation being charged properly.
- Internal & External Audit Handling Co-ordination for smooth closure
- To upload approved Yearly Capex Budget in system.
- Preparation of OH Budget and prepare and provide OH YTD to user dept for circulation.
- To assist dept. in providing the details of respective GL required for budget preparation and controlling.
- Prepare OH sheet for reporting of BP v/s Actuals on MTD & YTD Basis.

## **Key Result Areas in Shakti Pumps India Ltd:**

- Maintained Data of Bill of Export & Billy of Entry in SAP and Customs related work in SEZ.
- Creation of Customer Master and review of Selling Rates before updating in SAP.
- Inventory Controlling on Inventories held with Job Workers.
- Accounts Receivable Management by preparing Steel Debtors ageing report, Reconciliation with Steel Supplier and timely debit to respective supplier for Steel Customer Overdue Recovery.
- Analyzing the impact of Steel purchased from open market at higher than contractual price.
- Release, block and unblock Purchase Orders including Scheduling Agreements, Maintenance, Service and Proto PO.
- Analysis of Financial Statement of Supplier for Trade Loan/Advances.
- Internal/External audit & schedules
- Prepared Annual Performance Report for unit and submit to SEZ customs.
- Prepare Shipping Bill & commercial Invoice in SAP.
- Issued Declaration form against VAT Exempted certificate of vendor & I form also monthly or quarterly Basis.
- Submitted Monthly detail of Investment & Assets, Quarterly and Annual Return to SEZ Div. Commissioner.
- Maintaining Daily Accounting by conducting physical checking of vouchers and supporting.
- Ensuring Correctness of MIS which enables the reporting to other business partners.
- Tracking performances of the team members and suggesting/highlighting areas of improvements, facilitating, training and monitoring the improvements on a continuous basis by establishing effective Internal Control System.
- Preparing, Finalizing and Analyzing Monthly Financial Statement and Assisting Statutory Auditor in external audit.
- Prepare Reports on Accounts Receivables and Accounts Payables by verifying payments and collections of funds.
- Reconciliation with Bank & Inter Company Transaction.

## **PERSONAL DETAILS**

**Date of Birth:** 07<sup>th</sup> Jun 1986  
**Address:** SS-25 Silicon City near Rau Indore (M.P.)  
**Languages Known:** English, Bengali and Hindi

## **DECLARATION**

I hereby declare that, above information is true to the best of my belief and knowledge.

**Place: Indore**

**Signature**

**Date:**

**(Sowren Kumar Mallick)**