

CURRICULUM VITAE



DAIPI DEBNATH

ACCRA, GHANA, West Africa.

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CAREER PROFILE

- **2.5 Years** work experience at Dubai as **Operational Executive** in Banking & Foreign Currency Exchange.
- Over **8 Years** of experience in **Operation & Finance** with exhaustive exposure to Indian and International SMEs (incl. Dubai/UAE & Ghana/West Africa); possess good Leadership Quality and Problem Solving Attitude.

WORK EXPERIENCE

June' 2016 – Dec' 2020 **BETONSA GHANA LTD.** (formerly known as **R&E GRUP LTD.**) GHANA, West Africa.

Role : **Administrative Financial Manager**

Type of Industry: Production & Construction. (from Turkey & largest construction group) engaged in production as well as trading of building material and equipment.)

Duties and Responsibilities:

- Analyzing business financials viz volumes, revenue, budget assumptions for discussion and prepare the agreement of new business line financials.
- Implementing and automating financial procedure and policies, final preparation and analysis of financial statement i.e., Balance sheet, Profit and Loss A/c, Cash Flow Statement. Report financial results to the board of Financial Director.
- Weekly/Monthly/Yearly estimated P&L by business units, outlets and entire company. Generating MIS for customized decision-support & transactional reporting.
- Sales - B2B/B2C using SaaS Sales Product to create appropriate MIS.
- Checking prices and contracts are up to date and Reporting monthly sales results to the sales team.
- Daily Cash Flow analysis with comprehensive drill down capability, review of your service provider bills and keep track of their Sales Tax.
- Manage Account Commercials – Quarterly reconciliation and sign offs, Manage Receivables as per policy.
- Provide ongoing financial administration to the project, including the processing of approvals for Procurements, consultant agreements, and vendor invoices.
- Account Planning – Joint Business Planning with Marketplace as well as Aligned seller, Deliver Revenue Target, Market Share.
- The role requires strong interpersonal skills as regular interactions would be required with Demand Planner, Customer Collaboration Officer in Supply Chain, Channel Commercial Controller in Finance and E-trade Manager along with Category Marketing Managers for content creation, activation and selection planning.
- Updating the CRM and ensuring Sales & Marketing managers are aware of changes within clients. Passing leads to the sales team and following up on progress.
- Monitoring company performance against service level agreements and flagging potential issues.
- Audit online sales channels to ensure policies, procedures and standards are met. Inspect product to ensure the quality is line with pricing practice.
- Create and maintain financial reporting and tracking systems that provide basic data measurements on Financial performance of project activities.
- Implement financial and administrative policies and procedures that meet project needs and corporate/client requirements.
- Participates in the preparation of Monthly and Annual Reports/Accounts as well as all corresponding Reconciliations.
- Work with the Project Director to liaise with the client on financial and administrative issues.
- Informs all daily activities to the Management and Implements financial policies and procedures.
- Processing VAT invoices for all daily Sales transactions & Collection Report.
- Alerting the sales team to opportunities for further sales within key clients, Working closely as Account Managers and Sales & Marketing Consultants.
- Supporting the sales force with general operations to help reach the team's objectives.
- Communicating internally important feedback from customers.
- Sales Bookkeeping & Accounting (Sales receipts, Accounts Payable, Accounts Receivable, Bank account reconciliations, and so on.)
- Be responsible for the Sales finance area(s) and Office inbound and out bound activities.

July' 2013 – Nov' 2015

DENIBA INTERNATIONAL EXCHANGE L.L.C., DUBAI, UAE.

Role : **Operational Executive (Remittance & Operations Department)**

Type of Industry: FOREX – Banking & Foreign Currency Exchange.

Duties and Responsibilities:

- Expertise in Foreign Exchange (independently managed Forex Bureau), managed WPS/SIF transactions in UAE.
- Dealing with Foreign Currency (USD, EURO, GBP, all GCC Currencies, etc.) and Traveler's cheques.
- Buying and selling Foreign Currency and Traveller's cheques & in bulk over the counter. Balances cash drawer and receipts; documents discrepancies. Dealing with other money exchanges and branches in UAE.
- Daily cash reconciliation and reporting to Head Cashier and Compliance Manager of Anti Money Laundering (AML) team for branch.
- Handling Wages protection system (WPS) under Central Bank of UAE.
- Cheque clearance from bank for making the transaction (ENBD, NBF, DIB, ADCB, FGB, CBD, CBI, BOB). Local bills purchasing and foreign bills sent on clearing.
- Capable of working as a mediator between a foreign currency buyer and a seller.
- Process authorization Telex Transfer (TT) & Handling all type of express money transfers like Western Union, InstantCash, MoneyGram, Speed Remit and Transfast money transfer, Prabhu Money, Cash Express, Global IME, LEADER payment system, Quick SHIFT etc. Transactions send/receive reconciliation globally.
- Processing transaction of cash remittance globally & Allocating cash receipt to SIF (Salary Information Files). Registering new companies for WPS (Wages Protection System) transaction. Receiving and releasing payment salary of various companies through WPS for the employees.
- Taking care of INR Transactions (NEFT) to our Correspondent bank Workstations. (SBT, SBI, AXIS, FEDERAL, UBI, CANARA, PNB, South Indian Bank, etc.).
- Receiving batches from all branches & confirming their Transactions for upload in Bank Workstation for India, Philippines, Bangladesh, Pakistan, Sri Lanka, Nepal, etc.
- Making NRE Account opening in India (SBT, AXIS Bank, FEDERAL, Union Bank, CANARA Bank, PNB, Indian Overseas Bank, South Indian Bank).
- Back end supports all MoneyGram/Western Union transactions for amendment, recalling, destination charges, and refund of MTCN'S (Money Transfer Control Number).
- Handling all kinds outward and inward Instant Cash remittance form UAE, Qatar, Oman, Saudi Arabia, Bahrain, Kuwait all over GCC.

Feb' 2012 – July' 2013

RELIABLE MULTI MANAGERIAL SERVICES LTD., Kolkata, INDIA.

Role : **Branch Manager (Finance & Marketing)**

Type of Industry: FMCG (Micro Finance Marketing).

Duties and Responsibilities:

- Developing and maintaining business relations with financial services' introducers, Collaborate with other Managers on Department Meetings, Develop process for the technical services work,
- Overall management of the Technical Services including outside contractors, planning, Daily operational maintenance, personnel management, Maintenance of operations database, Promoting the organization's additional financial products and services.
- Managing on-going business accounts whilst building new relationships. Handling customer enquiry of products & Coordinating with the agents as well as with the clients.
- Daily Transaction reports, MIS and communication by mail/phone & overall indoor management and administration, Good knowledge of MS Office & Email.

SOFTWARE SKILLS

1. Proficient in Banking House Software's in UAE (**SYMEX & WPS**) and Financial Application Software (**ERP-TALLY 9, MYOB, Intuit QuickBooks Enterprise Solutions 17.0**).
2. Computer Literate (**Microsoft Office- Word, Excel, Power Point**, Photo editing, Installing, downloading).
3. Skilled in Internet & E-mail Applications; knowledge of Modular Programming.

Live Project: Real Estate Company in **Delhi**, Website - www.dwarkarealestate.com by Sub-Contract Satibha Net Technology from DoccSoftSol (DOCC) using PHP, MySQL within 3 Months.
Team Size: 4 members.

<u>Major Subjects</u>	DBMS, MIS.
<u>Computer Skills</u>	Language : C, PHP, HTML. Database : MS Access, SQL server, MySQL. Application Tool : MS Office, Auto CAD 2010, Tally.

<u>In-curriculum Projects Undertaken</u>	Major Project : 1. "Development of Product Master Maintenance System" from Narula Institute of Technology using VB 6.0 & SQL Server 2000 within 6 Months. 2. "Examination System" from Brainware using VB.Net 2005 & SQL Server 2005 within 6 Months.
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INDUSTRIAL TRAINING

<u>Date</u>	<u>Project/Course Title</u>
June27' 2007 –July25' 2007	VB.Net 2003 & SQL Server 2000 - “Library Management System” Ardent Computech Pvt. Ltd., CF-137, Sector - 1, Salt Lake City, Kolkata - 700064. www.ardentcollaborations.com

ACADEMIC & PROFESSIONAL QUALIFICATION

<u>Year</u>	<u>Qualification</u>	<u>Board/College-University</u>
2002	Secondary	WBBSE, Kolkata, India.
2005	Higher Secondary	WBCHSE, Kolkata, India.
2005-2008	<u>Graduation</u> - Bachelor of Computer Application (BCA)	NIT-West Bengal University of Technology, India.
2008-2011	<u>Post-Graduation</u> - Master of Computer Application (MCA)	Punjab Technical University (PTU), India.

ACHIEVEMENTS

<u>Year</u>	<u>Course / Examination.</u>	<u>Location</u>
2001	Senior Diploma of Drawing	‘Rang Be Rang’ –Sarabharatiya Sangeet & Sanskriti Parishad recognized by West Bengal State Academy of Fine Arts, India.
2008	4th National IT Aptitude Test	NIIT, in Kolkata, India.
2008	NASSCOM Assessment of Competence (NAC)	Kolkata, from State of West Bengal, India.
Jan' 2011- Jun' 2011	Certification in Computer Aided Design (Auto CAD)	MOULALI YOUTH COMPUTER TRAINING CENTRE, Kolkata-14 recognized by Govt. of West Bengal, India.

LANGUAGE KNOWN

- English (Read, Write, Speak)
- Bengali (Read, Write, Speak)
- Hindi (Read, Write, Speak)

PERSONALITY TRAITS

- Ability to adapt the changes and perform.
- Strong willpower, loyalty & ability to learn new things quickly.
- Hard-working, Innovative & Confident.
- Organized, dependable patient and creative.
- Ability to follow instruction well and work with minimal supervision.
- Capability to meet deadlines and work under pressure.

PERSONAL DETAILS

Date of Birth	15th July, 1985.
Nationality	Indian
Sex	Male.
Marital status	Single.
Hobbies	Net Surfing, Listening to Music, Travelling, Playing different Percussion (Percussionist).
Passport No.	T3895061
Date of Expiry	06.12.2028
Visa	Residential Permit in Ghana.
Expiry of Visa	05.04.2021
Permanent Address	No.1, Deshbandhu Nagar, Block- D/25, P.O.-Sodepur, Kolkata – 700110, West Bengal, India.
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