**SUSHANTA KUMAR BARIK**

**Mobile: +91 9910389209 barik7410@gmail.com**

**Seeking Senior Managerial assignments in Commercial ~ Accounts ~Taxation ~administration Affairs with a high growth oriented organisation**

 **General Manager – Commercial, Taxation & Administration**

#### *Effectively utilizing nearly 15+ Years of experience to contribute to organizational goals & objectives*

* A result-oriented professional with practical deft knowledge of 10+ years in handling of all matters related to SEZ Operation, STPI Operation, EOU Operation and more than 15+ years of experience in Central Excise, Customs, Sale Tax, DGFT, and Export & Import.
* A results-oriented professional with experience & expertise in Administration & facility functions etc.
* A results-oriented professional with experience & expertise in Indirect Taxation, Direct Taxation, Accounts & Finance etc.
* Expertise in indirect taxation, Direct Taxation, Accounts & Finance, Commercial operations; managing men and systems effectively to improve efficiency, Optimization of cost & maximization of productivity and having working experience in accounts.
* Co-ordination with Service Provider, Material Supplier related issues of the company.
* Demonstrated business acumen in leading and managing the commercial operations and contributing towards higher rate of organic growth.
* Proven ability to handle operations, impact business growth and maximise profits through achievement in finance and taxation management, internal controls and productivity/efficiency improvements.
* Deft in establishing relationship with various Government Departments – Pollution, Fire, Water, NOIDA, Excise, Customs, Service Tax, Sales Tax, Electricity, Income Tax etc.
* Having knowledge in Fund Management and arranging Fund for Business grow – Working capital, PCL, PCFC, LAP, L/C etc. Financing matters.
* An effective communicator with excellent relationship building & interpersonal skills.
* Operational Experience of handling more than 5000 employees/ staffs.

#### CAREER CONTOUR

**2012: Tangence Solution (India) Private Limited. as General Manager – Commercial, Taxation And Administration & Facility [was joined as Sr. Manager Commercial]**

*Tangence Solutions (India) Pvt. Ltd.* **(STPI Unit)***, having its* ***India Office****: B1/307, Sunrise Apartment, Sector-13, Rohini, Delh,* ***Noida Office:*** *F-298, Sector-63, Noida, U.P.,* ***Delhi Office:*** *A-2/8, Safdarjung Enclave, Delhi,* ***USA Office:*** *6081, Maridon Ave, Suite 70# 167. AND its Group Company* ***Exclusife Technosoft Pvt. Ltd.****, at F.297, Sector-63, Noida, UP.*

**2007-2012: DLF Group, New Delhi as Manager – Commercial & Taxation**

***DLF Ltd. SEZ at Rai, Sonepat, Haryana****;* ***DLF Ltd., Special Economic Zone, Sector- 30, Gurgaon,*** *Haryana & DLF* ***Cyber City Developers Ltd., Special Economic Zone Sector- 24 & 25A, Gurgaon****, Haryana and Corporate Office at 1E, Jhandewallan Etn. & Gateway Tower, Gurgaon, Haryana.*

**2003-2007: Elcomponics Group, NOIDA as Manager - Commercial**

*The company has manufacturing unit located at A-36, Sector-58, Noida, A-65, Sector-58, Noida, A-120, Sector-63, Noida, U.P & Plt No. 29-P1, Hirehalli Industrial Area, Bangalore* ***(2 EOU Units & 2 DTA Units)*** *manufacturing unit of Electronics Components, Wiring Harness, Industrial UPS etc.)*

**2000-2003: Nainko Exim Private Limited, NOIDA as an Assistant Manager**

*A unit of* ***M/S LG Electronics India Pvt. Ltd.****, manufacturing unit of Electronic Goods & Components.*

**1998-2000: Ping Telematics Private Limited, NOIDA as Senior Executive**

*A unit of manufacturing of Moulded Equipments of Electronic Goods & Components of LG Electronics, Samsung Electronics, Motherson Sumi Systems, Luxor etc.*

**1992 – 1998: Modern Polymers Private Limited, Balasore, Orissa**

**(Under Graduate)**

**Core Competencies**

**Taxation / Statutory/ Regulatory Compliance**

* Handling Taxation matters, ensuring compliance to Sales Tax, Central Excise & Customs, Service Tax, Cenvat credit treatments and Compliances related to EOU units, STPI units, SEZ units & Developers; maintaining records for Excise, Service Tax & Periodically Returns etc.
* Preparing statuary records, formulating business strategies and analysing taxation (Sales tax, Excise, Service tax, Import & Export) related to procurement & Despatch.
* Responsible Implementation and documentation for claming Refund & Rebate (from NSEZ for Central Sales tax, Excise for Rebate & Refund, Service Tax for Rebate & Refund, DGFT for Incentive of import & export; involved in assessment and settlement of Case Sales Tax, Excise & Service Tax with relevant government authorities).
* Handling TDS matters, Deduction, Return, issuance of Certificates, reply to notice etc.
* Handling of Tax Audit matter under Income Tax, preparation, deposit of self-assessment tax etc.
* Liasonning with all other department for a company related matters i.e. UP Pollution, Electricity, Water, NOIDA, FIRE, ESI, EPF, etc.

**Commercial Affairs**

* Responsible for Sourcing of materials, vendor development, introducing new Vendors, Placement of PO and obtaining Performa invoice, Preparation of Contract/ Agreement with the Vendors & Service Providers, Contractors etc. follow-up for LC, Scheduling Shipments, Warehousing, documentation, import & export management etc.
* Conducting valuation of raw materials, packing materials, stores and consumables; performing periodical physical verification of raw materials and finish goods.
* Ensuring continuous & rigorous follow up with the Sales Team for actual collections, sales & liquidation & monthly sales & collection targets.

**Operational Matters**

* Responsible for issues arises during the operation of any EOU, SEZ, STPI & DTA unit’s related to any commercial matters as well as compliance matters related to any Govt. Departments.
* Taking preventive measures for Export & Import matters.
* Responsible for issues arises during the operation of any EOU, SEZ, STPI & DTA unit’s related to any commercial matters as well as compliance matters related to any Govt. Departments.
* Taking care of all administration issues arising during the operation of the SEZ’s.

**Liaison and Co-ordination**

* Liaison with the various Govt. Dept. i.e. Customs, Central Excise, DGFT, EOU, SEZ, STPI, Sale Tax, Service Tax Departments.
* Sales Tax Refund, Excise Refund, Excise Rebate, Service Tax/ Cenvat Credit Refund, Import/ Export Incentives, Import/Export clearance, dealings with Custom House Agents & forwarders, ESI, PF etc.
* Arranging all documentary requirements for import and Export (LC, Advance Licences etc).

**Accounts & Finance**

* Managing day-to-day accounting functions including finalization of Balance Sheet.
* Reconciliation accounts, debtors/ creditors, Intercompany Loan, Bank Loan, Bank Reconciliation etc.
* Performing reconciliation between General Accounts and Sales Accounts, Debtors & Creditors.
* Fund Management like taking Loan from Intercompany, Bank, FD and their payments, reconciliation etc.

**MIS Management**

* Preparing MIS reports to provide feedback to top management on financial performance, viz. Funds, Inventory, Production, Purchase, Sales & Outstanding- Debtors/ creditors etc.
* Generating daily, weekly, fortnightly, monthly, quarterly, half yearly and yearly MIS reports for submitting to top management.

**Sr. Manager – Commercial & Admin with TANGENCE & EXCLUSIFE**

**Role:**

* Steering overall commercial, taxation & Administration activities for smooth functioning of the following company:
	+ *Tanagence Solutions (India) Pvt. Ltd., F-298, Sector-63, Noida, UP.*
	+ *Exclusife Technosoft Pvt. Ltd., F-297, Sector-63, Noida, UP.*
	+ *Tanagence Inc, 6081, Maridon Ave, Suite 70# 167*
* Overseeing the complete working activities and ensuring timely completion of all Commercial, taxation, legal, administration and accounts & Finance work within the given timeline; interfacing with all the departments to ensure smooth running of the company.
* Handling the procedures for obtaining different approvals from Development Commissioner or UAC & other govt. departments.
* Generating as well as processing of Documents with STPI, Customs Department for procurement of Goods, Sales of goods, goods sending for repairing etc.
* Re-warehousing of Goods/ materials.
* Generating as well as processing of Documents with STPI & Customs Department for DTA Sales.
* Taking permissions from AC/ DC of Customs Department for DTA Sales, Waste & Scrap Sales, Job Work, Sub-contracting etc.
* Generating as well as processing of Documents with Customs Department for De-Bonding of Capital Goods with claiming of Depreciation or without claiming of Depreciation.
* Conducting Random Audit of:
	+ All statutory records to ensure compliance.
	+ Various administrative records for future use.
* Liaising with clients and other units for various issues and put before UAC & Customs Officer.
* Co-ordinating with CHA, Forwarders for timely removal of imported goods from Customs Station, Warehouse etc.
* Collecting and issuing Central Sales Tax exemption Form – C
* Preparation & Submission of various Statutory Report or other Report to Customs, STPI, VAT, Service Tax Department on Monthly, Qtrly, Hlfly & Annually basis, as per requirements.
* Prepare & sending of various MIS to the management on daily, weekly & monthly, Qtrly, Hlfly and Annually basis.
* Managing over all accounting functions including finalization of Balance Sheet on hlfly & Annually. Reconciliation accounts, debtors/ creditors, Intercompany Loan, Bank Loan, Bank Reconciliation etc., Performing reconciliation between General Accounts and Sales Accounts, Debtors & Creditors., Fund Management like taking Loan from Intercompany, Bank & invest as FDR etc.
* Deduction of VAT, WCT, Service Tax, TDS etc. & Deposit in Bank.
* Submission of Quarterly/Annually TDS return & issuance of Certificates.
* Calculation of Self-Assessment Tax & Deposit in Bank.

**As Manager – Commercial & Taxation with DLF Group**

**Role:**

* Steering overall commercial and taxation activities for smooth functioning of SEZ including:
	+ *Project Office- DLF Ltd, Special Economic Zone, Sector- 30, Gurgaon*
	+ *Project Office- DLF Cyber City Developers Ltd*, *Special Economic Zone, Sector- 24 & 25A, Gurgaon*
	+ *Project Office- DLF Ltd, Special Economic Zone, TP-2, Rai, Sonepat, Haryana (De-Notified)*
* Overseeing the complete project activities and ensuring completion within given timeline; interfacing with other departments to ensure smooth running of the project.
* Handling the procedures for obtaining different approvals from Development Commissioner or UAC & other govt. departments.
* Generating as well as processing of Documents with Customs Department for procurement of Goods.
* Re-warehousing of Goods/ materials.
* Generating as well as processing of Documents with Customs Department for DTA Sales.
* Taking permissions from AC/ DC of Customs Department for DTA Sales, Waste & Scrap Sales, Job Work, Sub-contracting etc.
* Generating as well as processing of Documents with Customs Department for De-Bonding of Capital Goods with claiming of Depreciation or without claiming of Depreciation.
* Conducting Random Audit of:
	+ SEZ records to ensure compliance.
	+ Various contractors records to ensure compliance.
* Liaising with clients and other units for various issues and put before UAC & Customs Officer.
* Co-ordinating with CHA, Forwarders for timely removal of imported goods from Customs Station, Warehouse etc.
* Collecting and issuing Central Sales Tax exemption Form – I
* Preparation & Submission of various Statutory Report or other Report to Customs Department on Monthly, Qtrly, Hlfly & Annually basis.
* Prepare & sending of various MIS to the management on daily, weekly & monthly, Qtrly, Hlfly and Annually.
* Managing day-to-day accounting functions including finalization of Balance Sheet.
* Reconciliation accounts, debtors/ creditors, Intercompany Loan, Bank Loan, Bank Reconciliation etc.
* Performing reconciliation between General Accounts and Sales Accounts, Debtors & Creditors.
* Fund Management like taking Loan from Intercompany, Bank & invest as FDR etc.
* Deduction of VAR, WCT, Service Tax, TDS etc. & Deposit in Bank.
* Submission of Quarterly/Annually TDS return & issuance of Certificates.
* Calculation of Self Assessment Tax & Deposit in Bank.
* Preparation & Audited Tax Audit under Income Tax Act & Rules etc.

**Attainments:**

* First Company for issuance of Self Certification of PC
* First SEZ in NCR as Functional
* First SEZ in NCR for issuance of I form
* Taking CST Refund from STPI & NSEZ
* Taking Rebate & Refund from Excise & Customs Department.
* Taking Refund from Service Tax Department.
* Appeal to Commissioner Central Excise & Service Tax
* Organising & Participants various seminars related to Indirect Taxation.
* Deftly handled:

* + Service Tax matters (Registration, Return, Assessment, Appeal).
	+ Service Tax Refund (Unit working 100% EOU, STP, SEZ etc).
	+ Sales Tax matters (Registration, Return, Assessment, Appeal).
	+ Sales Tax Refund (Unit working 100% EOU/ STP).
	+ Central Excise matters (Registration, Return, Rebate, Refund, Audit, Appeal).
	+ Customs matters (Registration, Return, Refund, Incentives).
	+ DGFT matters (IEC, RCMC, DEPB & EPCG).
* Working knowledge of Unit working under 100% EOU/STP/SEZ (Registration, Return, Refund, Liason, Appeal etc.)
* Champion on Outbound Program by ZICELIFE
* Distinction of making the 1st SEZ Operational in Haryana.

#### TRAINING SEMINAR & PROJECTS

* Outbound Training by ZICELIFE
* SEZ/EOU Seminars by Ministry of Commerce
* Seminars by Export Promotion Council
* Budget Seminars by various ministry or Big consultants
* Taxation Seminars by Lakshmi Kumaran & Shridharan
* ERP – Ramco
* ERP- U-Square
* ERP – In-house (Layout, Development, Implementation)

#### EDUCATION

* MBA (Finance) from Sikkim Manipal University in 2010.
* B.Com. from Utkal University, Orissa in 1998.

#### IT SKILL SET

Office Suites : MS-Office (Excel, Word, Power Point)

Accounting Package : Tally (4.5, 5.4, 6.3 & 7.2), Busy (2.6 & 3.2 both in DOS & Windows)

 ERP- Ramco etc.

Others : E-Mail & Internet, Udyog etc.

#### PERSONAL DETAILS

Contact Address : B-191, Sector-122, NOIDA, UP.

Date of Birth : 15th June 1977

Linguistic Abilities : Oriya, Hindi & English