

# CA Kumar Sundermani

Guwahati – 781038

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## EDUCATION

Course	Year	Institution	Marks / Remarks
CA Final	Dec 2021 & Nov 2022	ICAI	50.87% (Exemption in 3 subjects)
B.Com	2011 – 2015	BNMU, Madhepura	63.87% (First Class)
Class XII	2010	Purnea College, BSEB	60% (First Division)

## PROFESSIONAL EXPERIENCE

### ERD Foundation, Guwahati (Sep 2025 – Present)

*Senior Deputy Finance Manager | Reporting to Chairman*

- Liaison with funding agencies, banks, and statutory authorities
- Day-to-day financial operations and monitoring of bank balances
- Finalisation of books of accounts and compliance with PF, TDS, ESIC, PTax & GST
- Monitoring hostel dues collection and streamlining expenditure procedures
- Review of financial policies and reporting financial irregularities

### Herbalife International India Pvt. Ltd. (Feb 2024 – Aug 2025)

*Supervisor – R2R | Reporting to Senior Manager*

- Review of AP documents, intercompany transactions and reconciliations
- Balance Sheet & Bank Reconciliation, clearing open items
- Review of employee claims, advances, vendor reconciliations and MIS
- Month, quarter & year-end closing including journals and accruals
- Liaison with banks, auditors and controllership team; team leadership

### PCBL Limited (Mar 2023 – Jan 2024)

*Management Trainee – Internal Audit*

- Internal control reviews across R2R, Insurance, Manufacturing processes
- Audit of Procure-to-Pay, Order-to-Cash and Hire-to-Retire cycles
- Payroll checks, timesheet reconciliation and regulatory compliance
- Detailed audit procedures and documentation review

## ARTICLES & TRAINING EXPERIENCE

### SBA Associates, Kolkata (Articled Assistant | Sep 2015 – Sep 2018)

- Statutory, Internal and Tax Audits for manufacturing, pharma, construction & food sectors
- Led team of 5 members for statutory and tax audits of large corporate groups
- Concurrent audit of Union Bank of India and stock audit of Peerless Hospital
- Internal Audit of West Bengal Infrastructure Development Finance Corporation Ltd. and IRCON International Ltd.
- Income Tax & GST return filing including annual returns and audits

## **TECHNICAL SKILLS & CERTIFICATIONS**

ERP & Accounting: Oracle, Oracle Cloud, SAP HANA, Tally Prime

MS Excel: Pivot Tables, Advanced Formulas, VLOOKUP, HLOOKUP, XLOOKUP

Languages: English, Hindi

ICAI MCS Program (15 days) & ICAI BOS online sessions