

# TAPAN KUMAR DAS

ACMA — CS — Finance Manager - Mining & Metals

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## PROFESSIONAL SUMMARY

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Accomplished Finance Manager with 14+ years in mining & metals industry, specializing in SAP FICO S/4 HANA, financial reporting, statutory compliance, and strategic financial planning. Proven expertise in managing multi-million dollar budgets, leading cross-functional teams, and ensuring regulatory compliance across complex operations. Dual-qualified ACMA and CS professional with advanced certifications in Business Administration and Management from ASCI.

## CORE COMPETENCIES

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**Financial Management:** Financial Reporting — Budgeting & Forecasting — Cash Flow Management — Working Capital Optimization

**Compliance & Audit:** Statutory Compliance — Internal Controls — Tax Management (GST, TDS) — Internal & External Audits

**Technical Skills:** SAP FICO S/4 HANA — MIS Development — Financial Analysis — Variance Analysis — Fixed Assets Management

**Leadership:** Team Management (10-20 staff) — Stakeholder Management — Process Improvement — Policy Formulation

## PROFESSIONAL EXPERIENCE

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**NMDC Limited** — Hyderabad, India

**May 2011 - Present**

*Assistant General Manager (Finance)*

**July 2024 - Present**

- Drive financial reporting and analysis for India's largest iron ore producer, presenting insights to C-suite executives
- Lead annual budgeting process and strategic financial forecasting, collaborating with department heads across operations
- Optimize cash flow management through effective AR/AP monitoring and working capital strategies, maintaining liquidity
- Ensure 100% compliance with financial regulations, tax laws, and accounting standards; coordinate internal/external audits
- Implement robust internal controls to safeguard assets and mitigate financial risks across mining operations

*Senior Manager (Finance)*

**July 2021 - June 2024**

- Managed complete General Ledger accounting including fixed assets, payroll, accruals, and AP/AR for multi-site operations
- Ensured timely financial statements preparation in accordance with Indian GAAP and full statutory compliance
- Led month-end closing processes, budget/forecast variance analysis, and reconciliation of all balance sheet accounts
- Streamlined Procure-to-Pay (P2P) processes, reducing payment cycles by processing PO and Non-PO invoices efficiently
- Coordinated statutory, internal, and tax audits; managed GST and TDS compliance with 100% on-time filing record

*Manager (Finance)*

**July 2018 - June 2021**

- Supervised finance operations for 10-20 member team, ensuring accurate financial closing and management reporting
- Drove strategic financial improvements, implemented international best practices, and enhanced internal control frameworks
- Managed credit control, assessed credit risks, and minimized bad debts through proactive receivables management
- Interfaced with statutory authorities, banks, auditors, and tax consultants for regulatory compliance and treasury operations

*Deputy Manager (Finance)*

**July 2015 - June 2018**

- Supervised GL, Treasury, Intercompany, AP, AR, Cash, and Payroll teams for accurate processing and reconciliations
- Developed strong financial controls across invoice accounting, payments, collections, fixed assets, and MIS publishing
- Drove balance sheet reconciliations and ensured operational controls met established timelines and quality standards

*Assistant Manager (Finance)*

**May 2011 - June 2015**

- Evaluated project proposals, verified compliances, and provided financial recommendations for capital investment decisions
- Managed accounts payable/receivable, cash & bank reconciliations, and taxation statutory filings (GST, TDS)
- Conducted physical stock verification, inventory management, and prepared quarterly/annual management reports
- Maintained fixed assets register, depreciation schedules, and participated in commercial negotiations

## EDUCATION & CERTIFICATIONS

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<b>Executive MBA</b> — Indian Institute of Management, Ranchi	<b>2026 - 2028 (Pursuing)</b>
<b>Company Secretary (CS)</b> — Institute of Company Secretaries of India	<b>2017 - 2020</b>
<b>Cost &amp; Management Accountant (ACMA)</b> — Institute of Cost Accountants of India	<b>2006 - 2010</b>
<b>Bachelor of Commerce (Hons.)</b> — Utkal University — Accounting & Finance	<b>2002 - 2005</b>
<b>Certifications:</b> Enterprise Development Programme — Management Development Programme (ASCI)	

## KEY ACHIEVEMENTS

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- Successfully managed financial operations for India's largest iron ore mining company with multi-billion INR turnover
- Implemented SAP S/4 HANA financial modules, streamlining processes and improving reporting efficiency by 30%
- Maintained 100% compliance record in statutory audits, tax filings, and regulatory requirements throughout tenure
- Led team transformations and process improvements, establishing international best practices in financial management