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|  **BISWAJIT CHAKROBORTY** |
|  **Email:biswajitchakroborty2011@gmail.com** **Mobile No.:+**91-8482003495, +91-7003925790  |
|  FE-1/3 TRINAYAN HOUSE VIDYASAGARPALLY BAGUIHATI WEST BENGAL KOLKATA – 700059 |

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| **OBJECTIVE** |
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Highly motivated finance Graduate who is able to provide key analytical support to company managers. Ambitious and looking forward to playing a vital role in financial decision making and adding significant value to business.

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| **TECHNICAL EXPERTISE** |
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* Knowing Ms Office.
* Knowing SAP-Atlas, COM 2, COMET, Rainbow and JDE system.
* Knowledge in Tally.
* Knowing CRM

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| **PROFESSIONAL EXPERIENCE-5 years 10 month** |
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**Genpact- April 2015 to Present**

**Designation- Process Developer**

* Applying bank receipts- EFT, cheque payments and credit card payments
* Analyzing the nature of expenses and if satisfied then raising debit notes and credit notes with proper approvals.
* Reconciliation of cash flows and addressing if there is any issue with this.
* Analyzing and run a dump report to knock off between the customer and intercompany settlement of various payments
* Preparing statement of accounts and sent it to respective customer.
* Responsible for quality checking and audit to ensure all the entries are correctly posted.
* Preparing monthly Account Receivable Reconciliation, Aging Report, Cost centre report, report of unallocated receipts and customer statement reports to client.
* Preparing aging reports and other month end activities within due date.
* Handling the most difficult offshore client in our process, responsible for new transition and successfully handling it.

**Extra responsibilities**

* Preparing learning Path for new joinees and giving training to them
* Preparing and updating training tracker, exception tracker and SOPs
* Giving support to couple of team members as a back up
* Report out month end activities with clients.
* Solving query of other team members as a back up
* Helping out other team members in case of high volumes during month end close

**Feedback Energy Distribution Co Ltd (Parent Co. Feedback Infra) - September 2013 to April 2015**

**DESIGNATION-Senior Accounts Executive**

* Scrutinize of bills & Invoices & debtors reconciliation of partners, vendors.
* Maintaining Consumer Profile Ledger, analyzing & revised it as per the cases.
* Analyzing revenue & expenditure trends to generate budgets against actual on a quarterly basis and presents to the management team.
* Calculating, verifying Service Tax & TDS for various payments.
* Maintaining cash book & income & expenditure of the company & sending MIS on daily basis.
* Preparing daily collection report on daily basis & sending **MIS** to H.O via mail.
* Prepared & verified various kinds of **vouchers** by ensuring proper supporting documents.
* Verifying all the **entries** & ensures that is perfect in every way.

**India Infoline Finance Ltd (IIFL) - May 2012 to September 2013 (1 Year 5 month approx)**

**DESIGNATION-Management Trainee- Accounts Officer**

* Reviews & corrects error in **financial transaction**, documents, and reports.
* Communicates with both internal as well as an **external auditor** for maintaining authenticity of the work.
* Preparing **Financial Report** & advising what the role of **inflation factor** in this.
* Advising customers how to get **Tax Deductions** & all.
* Experienced in handling **petty cash** in most effective way & sending **MIS** on daily basis.
* Maintaining **cash book** & tally it on daily basis with recorded balance in software.

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| **QUALIFICATION** |
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| **COURSE SPECIALISATION** |  **BOARD /UNIVERSITY** | **YE YEAR OF**  **PASSING**  | **PP PERCENTAGE** |
| PGDM Finance | ASBM, Bhubaneswar  |  2012 | 64 |
| B. COM Finance &  Accounts |  Calcutta University |  2009 | 58 |
| HIGHER SECONDARY Commerce(10+2) |  W.B.B.H.S.E |  2006 | 67.4 |
| SECONDARY General(10TH) |  W.B.B.S.E |  2004 | 59.63 |
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| **PERSONAL SKILLS** |
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* Positive Attitude, ability to work under pressure.
* Hard Worker and Sincere.
* Good decision maker and analytical.
* Quick learner & Team worker.
* A proactive approach to problem solving.
* Adequate persuasive skills, interpersonal skills and leadership quality.
* Sound knowledge in Accounts & Taxation.

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| **SEMINERS ATTENDED** |
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* Road to Excellence Lecture Series – “Mantra for Corporate Success”.
* Road to Excellence Lecture Series – “College to Corporate”.
* ASBM National Management Seminar on “Shaping Management Skills in Recession

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| **AWARDS AND ACHIEVMENTS** |
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* Got many rewards from GENPACT as **excellent performer throughout the year** in the year 2016.
* Got a **client reward** for successfully handling the new transition and stabilizing the process from GENPACT.
* Got a **Certificate of appreciation for exemplary performance** and dedications among all Accounts Officer in IIFL.
* Achieving **2nd best Management Trainee** Award from IIFL for excellent performance & dedications.
* Certificate from W.B.C.S.T.C for securing good marks in H.S

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| **PERSONAL PROFILE** |
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Name : Biswajit Chakroborty.

Father’s Name : Mr. Sukanta Chakraborty.

Gender : Male.

Date of Birth : 11th September 1988.

Nationality : Indian

Languages Known : English, Hindi, Bengali, and Oriya.

Marital status : Married.

Permanent Address : FE-1/3 Trinayan House Vidyasagarpally West Bengal Kolkata-700059.