

RAHUL SHAW
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I aspire to excel in my profession and contribute towards the growth of a multifunctional organization resulting increase in profits of the stakeholders both as an organization and an individual.

HIGHLIGHTS

Extensive knowledge of Contract management

Experience of 8+years Corporate Life

Positive and Never Give Up

Extensive computer Skills and Advanced Excel

Excellent Communication Skill

Quick learner

Good inter personal skills and ability to work under pressure

Ability to build team environment

Won many awards & Recognitions in extracurricular Activities

Profile

- Ability to lead a team, interacting with clients for business deals.
- Ability to function as a team player and alternatively work independently to achieve objectives.
- Excellent problem solving and troubleshooting skills.
- Demonstrated ability to manage multiple tasks and deadlines.
- Fluent in English Hindi and Bengali.

Academic qualification

- **Master's Degree**
Commerce from University of Calcutta., Kolkata
2011 – 2013
- **B.com (Hons.)**
South City College, University of Calcutta
2008-2011
- **CA.Inter**
Institute of Chartered Accountants of India
- **Diploma in Certified Industrial Accounts**
ICA 2010
- **Schooling**
The Assembly of God Church (Park Street), Kolkata
1994-2008

Work Experience

British Telecom e-serv India Pvt Ltd, Kolkata

Contract Management 05/2016 - Present

Responsibility/Task :

- Handling various Contracts for BT : Lead to Cash, Order to Cash, maintaining KPI, RFT, OTD and Quality
- The responsibility to ensure that all services delivered as per customer contract
- Service Delivery Management (ITIL) : Validate & Assign> Design > Costing > Pricing > Customer approval> Order processing > Implementation > Customer Acceptance> Billing > Inventory manage> Quality closure
- Billing: Preparing backing sheets, Query management, Raising invoices, Purchase Order
- Forecasting, Profit Analysis, Provisions, Savings Analysis, Inventory management and other reporting
- Report presentation with clients, suppliers, and market unit.
- Stakeholder Management, Risk Management, Margin Management, Supplier Management, Obligation Management
- Tools used- Onebill, Glossi, Markview, Sharepoint, GFP, Expedio, Diplomat, GS Portal, BFG
- Training and supervising multiple resources in the contract

XL Dynamics India Private Limited, Mumbai

Financial Analyst– 03/15 – 08/15

Responsibility/Tasks :

- U.S Accounting Project
- Reconciliation of Financial documents Verifying important documents of the Mortgage Company
- Audit check as per the parameters that was defined
- Extensive calculation of Interest, Bad debts, Interest on overdue payments
- Raising issue and categorizing them as per the teams involved

Dhillon Freight Carriers, Kolkata

Administrator and Accounts 12/2013 – 03/2015

Responsibility/Tasks :

- Co-ordinating with the clients and Workers, Preparing Work-sheet and reporting to the Manager

- Regular communicating and updating the client and the workers on the progress on assignments
- Voucher raising, maintaining books of accounts and proper verification of books of finance.

Additional Information:

- ✓ Hewlett Packard Contract transition (2016) Transition of a Contract from Hungary, working and leading the team
- ✓ Audit of Govt. Schools of Sarva Shiksha Mission In Districts of West Bengal (2014) Lead a team of 12 for the audit
- ✓ RKRA Contest held by Discovery Channel Venue : Rishikesh, North of India, included activities like River Rafting, Trekking, Volleyball Tournament and many more
- ✓ Worked as Part time Gym Trainer for 2 years

Personal summary

Date of Birth:	Oct 07, 1989
Father's Name:	Mr. Anil Kumar Shaw
Marital Status:	Single
Language Known:	English, Hindi, Bengali

(RAHUL SHAW)