

## BISHWAJIT SARKAR

### PERSONAL DETAILS

Farther Name: Lt. Phanindra Sarkar-  
D.O.B : October 23, 1982  
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Address: C/o Debaroti, 64/15 Pritilata  
Sarani (Bye Line), Haiderpara, Siliguri, WB –  
734006

### KNOWN LANGUAGE:

- Bengali, Assamese, Hind, English

### Objective

A reputed position in the corporate sector that give me an opportunity to build my career.

Perfection of my skills and grow along with the organization.

To develop myself as a responsible employee who take care of his duties in most effective way by ap skills, resources and information in a well-directe

### SKILLS

- Financial & Accounting Function.
- Budget & Forecasting.
- MIS & Documentation
- Internal, External & Lender Audit.
- Statutory Compliances & Taxation.
- Operational Activities

### PROFESSIONAL SNAPSHOT

## EXPERIENCE (12+ YEARS)

### REGIONAL FINANCE & COMMERCIAL CONTROLLER // KALPATARU POWER TRANSMISSION LTD.//GUWAHATI

Date: May' 17 Onward....

- Overall Work Package reviews & Consolidation
- Operation, Funding, Budgets & Forecasts.
- Finance Controlling & Information.
- Periodic consolidation activities of monthly, quarterly and annual forecasting and analysis thereon.
- Measurement and Performance Controlling of the Project.
- Support in implementation of all strategic and tactical projects around revenue management.
- Manage team for projects through full development phase, resulting in shorter construction timelines
- Set up budget and accounting systems to keep jobs on track.
- Project schedule creation and implementation.
- Developed and maintained relationships with suppliers.
- Support in annual planning process for region.
- Handled project estimating, negotiating contracts, plan and specifications review.

### PROJECT FINANCE CONTROLLER // STERLITE POWER TRANSMISSION LTD.//RANCHI

Date: Jan' 2011 to Apr' 2017

- ❖ Vendor and contractor management.
- ❖ Aging of Credit Instruments & Compliance Report.
- ❖ Way bill processing for West Bengal/ Bihar/ Assam.
- ❖ PR, PO processing for Vendor (Vehicles/ Office Rent)
- ❖ EPC Contractor Invoice processing.
- ❖ Permits/Waybill Reconciliation/Utilization/Submission.
- ❖ Vendor Selection/ Negotiation/Further processing.
- ❖ Coordination with Field Operations Support & Procurement for timely issuance of PO to vendors.
- ❖ Ensuring that all compliances related to Taxation & statutory.
- ❖ Audit processing (Internal/External and lenders)

## EXPERIENCE

### CLUSTER FINANCE INCHARGE / TATA TELESERVICES LTD.//SILIGURI

Date: Jul' 2009 to Jan' 2011

- MBA & M. Com professional with almost 11+ years of qualitative experience in Finance & Accounting with reputed organization.

- Actively handled various activities; provide back end support for databases on information banks: Customer preference, purchase histories and demographics which companies' device promotions based on customers' previous behavior.

- Team player with strong interpersonal, organizational, analytical and relationship management skills.

- Currently working as **FINANCE CONTROLLER-North East in KALPATARU Power Transmission Ltd. [Posted at Guwahati, ASSAM].**

### STRENGTH

- Self-confident, Ambitious, Team player, Hardworking till any length.
- Diagnostic ability: Ability to go to the core of the problem.
- Possess Uncompromising integrity & ability to learn and adapt to new challenges and environments.

- ❖ Monitoring of Prepaid & Postpaid collection.
- ❖ Bank Reconciliation weekly basis for 4 account.
- ❖ Prepared Revenue MIS for RoWB everyday basis.
- ❖ Collection age billing/Postpaid entry passed in SAP.
- ❖ Coordinating with warehouse for weekly/monthly audit at warehouse and preparation of proper action plan to avoid any difference.
- ❖ Hand Set Subsidy/ RCV/Activation claims processed.
- ❖ Distributor's accounts reconciliation weekly basis.
- ❖ TVS & Coco audit/Coordination with in charge to reduce the differences twice in a month.
- ❖ Revenue MIS prepared daily basis.

### EDUCATION

- ❖ DEGREE: **CA (Final/Pursuing) 2017-2021** from INSTITUTES OF CHARTERED ACCOUNTANTS OF INDIA.
- ❖ DEGREE: **MBA (Finance Specialization) 2006-2010** from SIKKIM MANIPAL UNIVERSITY, SIKKIM
- ❖ DEGREE: **M. Com, 2000-2003** from VINAYAKA MISSIONS UNIVERSITY, SALEM, INDIA.
- ❖ DEGREE: **B. COM., 1997-1999** from SILIGURI COMMERCE COLLEGE, SILIGURI
- ❖ DEGREE: **Higher Secondary 1995 -1997 [WBCHSE]** from NILNALINI VIDYAMANDIR, SILIGURI
- ❖ DEGREE: **ITI (Industrial Training Institute) in ELECTRICIAN TRADE** from ITI SILIGURI
- ❖ DEGREE: **Secondary [WBBSE], 1993-95** from VIVEKANANDA VIDYALAYA, SILIGURI

### VOLUNTEER EXPERIENCE OR LEADERSHIP

- ❖ Won Runners Trophy in ITI Cricket tournament.
- ❖ Certified by Ericson India Pvt. Ltd. in their training at Siliguri on Telecommunication.
- ❖ Star performer for the month of Nov 12 for taking Sales Tax Registration for the state of Assam, Bihar & WB.
- ❖ Spot Award for getting Form "C" from Bihar Sales Tax.
- ❖ Star performer for getting Form "C" from West Bengal.