



BISWAJIT BHADRA

Experiences more than 15 years in Finance, Administration, Branch Operation, Customer Relation, Collection in different sectors.

Experience Summary

S.L No	Organization	From Date	Location	Designation
1	Jhpiego	2022-Till Now	Bhubaneswar	Finance and Administrative Associate
2	HDFC life	2020 - 2021	Bhubaneswar	Associate manager Branch Operations
3	HDFC life	2009 - 2020	Bhubaneswar	Associate manager Accounts
4	BASIX	2008 - 2009	Berhampur	Transaction Assistant
5	SANS Remedies	2006 - 2008	Bhubaneswar	Accountants Assistant

Education

- ❖ Master Degree in Commerce on 2007 from Utkal University.
- ❖ Bachelor Degree in Commerce on 2004, from Kendrapara College Kendrapara.

Computer proficiency

- ❖ SAP (FICO & MM module).
- ❖ Quick Books.
- ❖ Life Asia (An Insurance industry software of IBM).

Jhpiego (Affiliated with Johns Hopkins University) Bhubaneswar (2022-Continuing)

Jhpiego is a nonprofit Multinational organization, working world wide for international health affiliated with “Johns Hopkins University”. I am working as “Finance and Administrative Associate” in Bhubaneswar office & managing three states (Odisha, Assam & West Bengal).

Finance, Administration, Budgeting, Coordination & MIS

- ❖ Serving as key contact person for finance, administration and procurement of Odisha, Assam & West Bengal.
- ❖ Payment disbursements: preparing vouchers, collecting approvals for personal & travel reimbursements, Vendor payments, petty cash, consultant payments and advances of the staffs within TAT as per policy.
- ❖ Review activity budgets, release advances according to the policy within timelines.
- ❖ Review financial documents such as vendor invoices, Staff claims, Petty Cash, Consultant payment and other routine expenses vouchers to ensure the completeness, accuracy, and validity of financial data.
- ❖ Managing logistics arrangements (Hotel staying, Travel, Taxi bookings, Event & Meet arrangements) for Head offices & the state offices.
- ❖ Vendor Management: Evaluating vendor quotations, utilizing appropriate negotiation & purchasing analysis techniques; implementing the right contracts with emphasis on compliance, quality, price, delivery, and service.
- ❖ Critical Asset Management: Ensuring proper maintenance & services (Electrical, Air-Conditioning, Plumbing, Civil Works, Security Management, CCTV, Access Control & Fire Detection System, Firefighting Equipment, Furniture, House Keeping and Office & Telecom Equipment).
- ❖ Support to programme team for various activities like communication, coordination and budgeting, which would be required for planning and conducting program workshops/Trainings/Conferences logistic arrangements.
- ❖ Developing, recruiting and training of outsourced staff; ensuring optimum performance for all operational issues in relates to housekeeping, facility management and security deployment.
- ❖ Finalizing layouts and setting-up of interiors in the office premises maintaining a uniform design, colour scheme, setup materials & assets.
- ❖ Managing complete procurement of materials; ensuring correct forecasting of material requirement to maintain optimum inventory levels; maintaining cordial business relations with vendors to get competitive rates.
- ❖ Prepare POs as per limit assigned and getting approved and Maintain PO status and tracking.
- ❖ Responsible for managing general up-keep of state office including housekeeping, security, lease agreements & renewals, AMC's of office equipment, pantry, and office maintenance.
- ❖ Manage large events and workshops in consultation with the Programs teams and provide logistic assistances.

HDFC Life is a leading Life Insurance Company, working all over India & It is a subsidiary company of HDFC group. I was working there in various roles / departments at Bhubaneswar regional office.

Branch Operation, Customer Service, Collection & New Business (January 2020 – December 2021)

- ❖ Handling and monitoring overall functional process viz. New Business Operation and Policy Servicing process.
- ❖ Conducting development programs upon new process implementations, compliance policies, and educating stakeholders how to conduct business transactions as per organization's ethics and regulator's guidelines.
- ❖ Processing Maturity claims, Surrender, Death claims, Policy Loans and other customer services as per company policies.
- ❖ Ensuring customer relationship building for achieving monthly / weekly target collection of Revival, New business & agency licenses.
- ❖ Supervising of day to day banking and activities of collected cheques & DDs, maintaining of proper MIS.
- ❖ Customer relationship building for persistency, lead generation & new business logins.
- ❖ Controlling risks in terms of operational laws, Statutory acts, Compliance Handling and Branch Audit as well as interfacing with regulatory authorities.

Finance, Administration, Audit & MIS (From June 2009 -December 2019)

- ❖ Processing of Vendor & Employee claims of Odisha, Bihar & Jharkhand.
- ❖ Maintaining various MIS, proper filing & documentation for future audits.
- ❖ Maintaining of proper MIS of asset disposals, transfers & making sale invoice of scarp sales.
- ❖ Preparing monthly dashboard & other MIS of Odisha, Bihar & Jharkhand region & Zonal consolidation.
- ❖ Handling of employees & vendors advance remittance, adjustment & recovery cases.
- ❖ Administering AMC's of different office equipment, including finalization of agreement, selection of vendors, negotiations for various repairs & maintenance for all branches.
- ❖ Evaluating vendor quotations, utilizing appropriate negotiation & purchasing analysis techniques; implementing the right contracts with emphasis on compliance, quality, price, delivery, and service
- ❖ Managing complete procurement of materials; ensuring correct forecasting of material requirement to maintain optimum inventory levels; maintaining cordial business relations with vendors to get competitive rates
- ❖ Ensuring closing of project accounts with budget v/s actual & obtaining necessary approval from management
- ❖ Preparation purchase orders in SAP after proper approvals & maintaining proper MIS.
- ❖ Vendor ledger reconciliation, new vendor code creation & collection of balance confirmation.
- ❖ Rent & lease negotiation of existing vendors & tie-up with new vendors.
- ❖ Branch visit for physical asset verification, reconciliation & audit of branch transactions.
- ❖ Submit of Taxation compliances to the authorities with coordination with HO.
- ❖ Preparation of monthly GSTR 3B data of Odisha, Bihar & Jharkhand.
- ❖ Returning monthly Professional tax for Odisha.

BASIX is a leading NBFC (Microfinance) engaged in Credit, Retailing of Insurance, and Agriculture & Business Development Services along with Institutional Development Services in rural sector across 15 States of India. I was working there as Transaction Assistant in its Berhampur location.

Branch operation, Administration, Finance & Audit

- ❖ Preparation of loan documents, KYC, Security cheques for disbursement.
- ❖ Processing loan disbursement, collection & closure entries in the system.
- ❖ KYC & Field verification of proposed customers with the respective executives.
- ❖ Managing complete Branch banking operations with cash & cheques deposit in bank.
- ❖ Preparation & checking Vouchers, verification of claims on monthly audit.
- ❖ Preparation of customer loan eligibility with Unit Head & Field Executives.
- ❖ Verification of Tour claims, Log Books, Preparation / Presentation for Audit files.

- ❖ Preparation of OD & NPA mis, & visit with executives on required basis.
- ❖ Field staff Guarantors KYC & other document verification and documentation.
- ❖ Maintenance of Insurance Cash book & safeguarding Receipts & Documents.
- ❖ Managing & supervising of branch outsource staffs for office management on daily basis.
- ❖ Maintenance of unit information on line and transparent.
- ❖ Providing necessary data/reports to Unit Head, Field staff, HO, Borrowers & Visitors.
- ❖ Reporting to the Head Office by providing periodic statements like Audit data, Operations summary,
- ❖ Funds flow statement, Trial Balance, HR positions.



SANS Remedies (A pharmaceutical marketing agency) Bhubaneswar (2006 – 2008)

SANS Remedies is an Odisha based marketing division pharmaceutical products, whose manufacturer was Abicee Pharmaceuticals private ltd. I was working there from 2006-2008 as “Accounts Assistant”.

Finance, Administration, Inventory & Collection

- ❖ Maintaining books of accounts, Vouchers, Party Ledgers, Payment Receipt details preparing Debit & Credit notes.
- ❖ Controlling of stocks purchase & supplies throughout all parts of odisha & maintain all records.
- ❖ Developing, recruiting and training of outsourced staff; ensuring optimum performance for all operational issues in relates to housekeeping, facility management and security deployment
- ❖ Responsible for Sales Tax / Vat matters, Return the monthly sales tax & Vat, preparing sales Tax Statement, documents for waybill etc.
- ❖ Checking & verification of Field staff visit reports, stockiest stock reports, expenses vouchers of FLS.
- ❖ Handling all billing, collection, of Cash and Bank Transactions.
- ❖ Interfacing with all parties for supplies of medicines, collecting all documents, local Municipal Authority for labor license renewal, Trade licenses, Shops & Establishment renewal for obtaining necessary approvals
- ❖ Maintaining of different registers as required for Accounting System and Audit Purposes.



Personal Details

Date of Birth: 13th June 1984.

Languages Known: Odia, Hindi & English.

Permanent Address: C/O- Pravakar Bhadra, At- Anuapara, Po- Sorisia, Via- Danpur, Dist- Kendrapara, Odisha -754210.

Present Address: C/O- Srinath Mohanty, Plot No-29, Jagannath Vihar, Barmunda, Bhubaneswar, Odisha-751003.

Skills: Business Development, Leadership, Interpersonal, Good Observation.

Hobbies: Playing & watching Cricket, watching movies & Listening music.

Declaration:

I undertake that all the above informations are true, to the best of my knowledge and belief.

Bhubaneswar:

Date: (Biswajit Bhadra)