**BISWAJIT BHADRA**

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**Work experience Summary:**

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| **S.l No** | **Name Of The Organization** | **From Date** | **To Date** | **Posted At** | **Designation** |
|  | HDFC life | 2009 | Till Now | Bhubaneswar | Associate manager Accounts |
|  | BASIX | 2008 | 2009 | Khurda | Transaction Assistant |
|  | SANS Remedies | 2006 | 2008 | Bhubaneswar | Accountant |

**Professional Summary:**

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| June 2009 to till date  * **Company Profile:** HDFC life is a leading Life Insurance Company, working all over India with more than 400 branches. It is a subsidiary company of HDFC group. I am working as “Associate Manager Accounts” in its Bhubaneswar regional office.   **JOB PROFILE**    ***Accounts, Administration & MIS: -***  ❖ Processing of Vendor & Employee claims of Odisha, Bihar & Jharkhand regions.  ❖ Checking, scrutinizing of vouchers on daily basis & processing as per company policy.  ❖ Preparation of monthly provision from expenses analysis & collected figures of stakeholders.  ❖ Maintaing various MIS, proper filing & documentation for future audits.  ❖ Assisting in statutory & internal 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 queries of Customers & stakeholders for clearance & transfer of funds.  ❖ Handling of employees & vendors advance remittance, adjustment & recovery cases.  ❖ Vendor management, reconciliation & confirmation, resolution of queries and NEFT payout.  ❖ Preparation purchase orders in SAP after proper approvals & maintaining proper MIS.  ❖ Vetting of CAPEX & OPEX expenditures on timely basis.  ❖ Collecting & scrutinizing of vendor documents for new vendor code creation.  ❖ Follow-up with vendors for submit bills on timely basis & collection soft copies of utility bills for avail rebates.  ❖ Coordination with stakeholders for avail vendors facilities & lists on location basis.  ❖ Vendor ledger reconciliation & collection of balance confirmation.  ❖ Rent & lease negotiation of existing vendors & tie-up with new vendors.  ❖ Branch visit for physical asset verification & reconciliation.  ❖ Branch coordination for asset disposals, transfers & maintain of MIS.  ❖ Preparation of branch & regional variance analysis MIS.  ***Taxation & Compliances: -***  ❖ Coordination to HO taxation team for vendors & stakeholders compliences.  ❖ 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. |

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| **May 2008 to June 2009**  **Company Profile**: BSFL 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. Bhartiya Sambruddhi Investment and consultancy Services Ltd. (**BASIX** a group of companies) is the holding company of BSFL  **JOB PROFILE:**  ***Accounts & Audits: -***  ❖ Preparation of loan documents, cheques for disbursement.  ❖ Passing loan disbursement, collection & closure entries in the system.  ❖ KYC & Field verification of proposed customers with the respective executives.  ❖ Deposit of cash & cheques in the bank & maintain proper filing.  ❖ Preparation & checking Vouchers, verification of claims on monthly audit.  ❖ Preparation of customer loan eligibility with Unit Head & Field Executives.  ❖ Verification & scrutinizing of submitted KYC, security cheques & loan documents.  ❖ 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 complete Branch banking operations.  ❖ Managing & supervising of branch outsource staffs for office management on daily basis.  ❖ Handling branch vendor management.  **M I S**  ❖ 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. |

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| April 2006 to May 2008  * **Job Profile & key responsibilities at SANS REMEDIES**   ❖ Maintaining books of accounts, Vouchers, Party Ledgers, Payment Receipt details preparing Debit & Credit notes.  ❖ Verification & audit of Physical stocks & Ledger.  ❖ Checking & preparation of Bank Reconciliation.  ❖ Regarding Sales Tax / Vat matters, Return the monthly sales tax & Vat, preparing sales Tax Statement, Preparing Documents for waybill etc.  ❖ Checking & verification of Field staff visit reports, stockiest stock reports, expenses vouchers of FLS.  ❖ Handling of Cash and Bank Transactions  ❖ Handling/Managing day to day back office transaction.  ❖ Maintaining of different registers as required for smooth maintaining of Accounting  System and Audit Purpose. |

**Educational Qualification:**

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| **Exam Passed** | **Board / University** | **School/ Institute** | **Year of Passing** |
| M. Com | Utkal University | Utkal University | 2007 |
| B.Com | Utkal University | KendraparaCollege, Kendrapara | 2004 |
| +2. Commerce | CHSE (Orissa) | KendraparaCollege, Kendrapara | 2001 |
| HSC | B.S.E. (Orissa) | Balia High School | 1999 |

**Computer proficiency:**

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| ❖SAP-HANA software (FICO & MM module)  ❖Delphix (Oracle based software for Financial Institution) of Bhartiya Samruddhi Finance Ltd (BASIX)  ❖ Wings Accounting & Tally  ❖ MS Office & Internet.  ❖ Life Asia (An Insurance industry software of IBM) |

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| SELF PROFILE Name: **Biswajit Bhadra**  Father’s Name: Pravakar Bhadra  Date of Birth: 13th June 1984  Permanent Address : C/O-Pravakar Bhadra, At-Anuapara, Po- Sorisia, Via-Danpur,  Dist-Kendrapara, Orissa, Pin-754210, Mob- 9853121499 / 9937750086.  Present Address: Plot No-L-65, Baramunda Housing Board Colony,  Bhubaneswar-751003, Mob-9853121499 / 7978360239  Contact Mobile: (0) 9853121499 & 9937192499  E. Mail ID: [biswajitbhadra26@yahoo.co.in](mailto:biswajitbhadra26@yahoo.co.in), [biswajitbhadra@ymail.com](mailto:biswajitbhadra@ymail.com).  Language Known: Oriya, English & Hindi  Skills: Business Development, Leadership, Interpersonal, Good Observation.  Hobbies: Web Browsing, Traveling & Listening music & playing Cricket. |

**Declaration:**

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

Bhubaneswar

***Biswajit Bhadra***

Date