

### **Job Objective**

To pursue a career in an establishment where my experience can be put into effective use, there by achieving professional excellence contributing to the organizational growth aiding in value addition to the establishment and self.

### **Career Summary**

Overall experience of 9+ Year with Asser Industry Ltd., Narula Infrastructure Pvt. Ltd. And now I am working in Capgemini India Technology Pvt. Ltd. Form Nov'2016 till today.

### **Professional Summary**

- Total 9+ Year of experience in the field of Finance, Accounts and Reporting.
- Excellent ability to present require report to the concern team.
- Reconciliation of AP-AR, AP- GL, AR-GL and TDS with prepare BRS in every month.
- Perform analysis of required deliverables and objectives.
- Monitor and apply written policies and procedures related to best practices.
- Ability to organize, work and lead a team of professionals with meet the SLA.
- Proactive & Creative Thinking, a Self-Starter, Result-Oriented Approach in Carrying out a Project or task.
- Very good team player, Flexible and dynamic approach to goal with team mates.
- Good in handling escalations and excelled in Crisis management and performance under pressure.
- Motivate the team at the time of crisis and help them to work towards the common goal.
- Help to identify the operational objectives to team members to gauge the performance with respective to set standard.
- Strictly follow the Standard Operating Procedure (SOP) of the organization and meet the SLA.

### **Professional Experience**

#### **CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED (From- Nov'16 to till today)**

#### **Record to Report (R2R) (Sr. Associate)**

- *Inter Company settlement is a process in JDE finance GL module which we ensure that each Company net balance is equal to zero.*
- *IUT material transfer booking in both side AP and AR.*
- *Unrealized GST payment entry and pass JE.*
- *ICS AP AR Agreement.*
- Borrow and Lend invoices uploaded through component program in Global Financial Module.
- Mark the payment for all invoices should be maintain SLA.
- GST Reconciliation, AP-AR Reconciliation, AP-GL Reconciliation and TDS Reconciliation
- Prepare the Netting Report.
- Invoice generation and payment are fully automation.
- Query Resolve.

#### **NARULA INFRASTRUCTURE PVT. LTD. (Mar'14 to Nov'16)**

#### **Finance Department (Account Assistant)**

- Accounts Receivable in five running project: 1) Reliance, 2) Bharti Infratel Ltd, 3) Indus Tower, 4) Viom Network Ltd. And 5) Ericsson.
- Making the budget for Project expenses & material purchase in every quarter and yearly basis.

- Maintain up-to-date billing system in vendor portal Oracle & SAP.
- Generated and send the hard copy of invoices to client address as per Purchase Order.
- Follow up and acknowledge and allocate the payments.

#### **ASSER INDUSTRY LTD. (July'09 to Feb'14)**

##### **Finance Department (Accountant)**

- Handling VAT, CST, TDS in monthly basis
- Prepare purchase and sale report in daily basis.
- Maintain Vendor payment
- Review all invoices for appropriate documentation and approval prior to payment.
- Prepare quarterly report and submit to the management.

#### **Computer and software Knowledge**

- Oracle, SAP and Tally
- MS-Excel – Analyze reports and Dashboard for stakeholders.
- MS-PowerPoint – Prepare presentation for stakeholder meeting, resourcing and Procurement, review analysis.

#### **Educational Qualification and Training Undergone.**

- ❖ **MBA in Finance from NIMS University Jaipur Rajasthan in 2018**
- ❖ **Bachelor of Commerce from Burdwan University in 2009.**
- ❖ **W.B.B.H.S.E (Class XII) in 2005**
- ❖ **W.B.B.S.E (Class X) in 2003**

#### **Personal Details**

Date of Birth	: 4th Feb 1986
Gender	: Male
Father's Name	: Late Satyananraya Pr. Bhakat.
Languages Known	: English, Hindi & Bengali
Areas of Interest	: Update with new Tax Law of Direct and Indirect, Long Driving. And knowing something new.
Marital Status	: Married
Address for Communication	: 5-Mahajatinagar, 24Pgs(N), PS-Khardha, Agarpara. Kol-109

***I, hereby declare that all the above details are true to the best of my knowledge and believe.***

**Date :**

**Place:**

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**Sohan Prasad Bhakat**

