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| **Rounak Kumar Saha**rnksh6@gmail.com +91-8986596457 |
| **KEY SKILLS**

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| ***Budgeting & Forecasting*** |
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| ***Financial Accounting & Taxation*** |
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| ***GST***  |
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| ***Financial Reporting*** |
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| ***Cash/Fund Flow Management*** |
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| ***Financial Statement Analysis*** |
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| ***Accounting standards*** |
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| ***Team Building & Leadership***  |
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**IT SKILLS** * Accounting Packages: Tally and Kastle
* MS-Office,
* Windows Operations
* Internet Applications

**SOFT SKILLS**Collaborator  Communicator  Planner Decision- Maker   Motivational Leader  Thinker  | A competent professional **with over 07 years of experience**, targeting for challenging & rewarding opportunities in **Accounts/ Taxation/ Auditing** with an organization of repute  |
| **PROFILE SUMMARY*** An **Accounts Manager** with **Bihar State Education Finance Corporation Limited, Main Secretariat, Patna**
* Wealth of expertise entails managing **financial accounting, receivables & payables management, statutory books of accounts, bank reconciliation** statements and finalization of accounts
* Highly skilled in supervising **Finance & Accounts activities encompassing consolidation & finalization of accounts,** administration of intercompany reconciliation and settlement of payments with all stakeholders
* Exhibited proven capabilities in **successfully restructuring and executing** the Implementation of new as well as the existing process
* Working knowledge of **IFRS, GAAP, Accounting Standards and Statutory/Regulatory Compliances;** provided timely, relevant & accurate reports & analysis of an organization’s performance
* Exhibited excellence in developing fin**ancial Accounting strategies in coordination with top management, managing budgets, implementing company procedu**res and practices & collaborating with auditors
* Domain expertise in the filing of **Sales** **Tax, and Service Tax Returns**
* Successfully developed and **implemented financial/operational controls for planning, control, reporting & review processes** through appropriate MIS to optimize the use of resources & thereby improve P&L scenarios
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| **ACADEMIC DETAILS** * Chartered Accountant (Inter) from Institute of Chartered Accountants of India in 2011
* B.Com from Umesh Chandra College, Calcutta University in 2009
* 12th from BMSS School, CBSE Board, Kishanganj in 2006
* 10th from SNHS, BSEB, Location in 2004

**CAREER TIMELINE (LATEST 4)** ***Bihar State Education Finance Corporation Limited******Hari Distributors******Year*** ***2015- 2018******2011- 2013******2007- 2011******Bihar Rural Livlihoods Promotional Society******Nopany & Associates*** |
| **ORGANIZATIONAL EXPERIENCE** **Since OCT’2018 with Bihar State Education Finance Corporation Limited, Main Secretariat, Patna as Accounts Manager****Key Result Areas:** * Formulating budgets and conducting variance analysis & implementing corrective actions
* Analyzing business operations independently including trends, costs, revenues, financial commitments and obligations
* Managing Books of Accounts and periodic financial statements
* Driving operations and delivering financial commitments by supporting Senior Management with adequate financial information and relevant analysis on various aspects
* Checking the activities related to Audits, and ensuring timely preparation & submission of periodic returns and Financial Reports
* Spearheading Finance & Accounts Operations inclusive of taxation, auditing, statutory Compliance, MIS reporting & so on
* Defining & formulating annual budgets and scheduling expenditures; conducting variance analysis to determine the difference between projected figures & actual expenditure and implementing corrective actions
* Ensuring compliance with the legal provisions, accounting standards, guidance notes issued by the ICAI and other legal pronouncements
* Liaising with the Auditors for completion of audit assignments and for managing the audit cycle; indulging in resolving the queries
* Monitoring and analyzing the accounting data and producing financial reports or statements for Senior Management
* Reporting to GM and Operations Manager regarding budget forecasting, commitments, variances, and utilization
* Maintaining a proper record of loans disbursed, EMIs due & overdue as well as NPAs and sharing the reports with GM, and Operations Manager
* Heading the deductions and submission of E.P.F AND E.S.I of all the employees

**PREVIOUS EXPERIENCE** **Jan’15- Oct’18 with Bihar Rural Livelihoods Promotional Society, Patna as Block Accountant** **Highlights:** * Managed projects and headed the complete financial activities at the block level
* Coordinated with the government department for convergence of different schemes & Banks for providing credit linkage of SHGs
* Ensured the micro-financing of community organizations such as SHG/VO/CLF
* A mobilized community for social development such as PDS/HRF/FSF/Entitlements/Signature Literacy
* Performed TA, DA & LC (Local conveyance) related matters for Staffs

**Jun’11- Feb’13 with Hari Distributors, Kishanganj as Accountant** **Highlights:** * Maintained Cash Book and Bank Reconciliation Statement regularly
* Assisted the finance team in finalization of books of accounts in Tally ERP 9, and consolidation of daily accounts

**ARTICLESHIP** **Oct’07- Apr’11 with Nopany & Associates, Kolkata as Article** **Learnings:** Auditing, Accounts & Taxation, and Services to Banks**EXTRACURRICULAR ACTIVITIES** * Appointed as Captain of School Cricket Team
* Participated in Volley Ball matches by being a part of the team

**PERSONAL DETAILS** **Date of Birth:** 25th November 1989**Language Known: English and Hindi** **Address**: Dharamganj, Kishanganj, Bihar |
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