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| **Rounak Kumar Saha** [rnksh6@gmail.com](mailto:rnksh6@gmail.com/)  +91-8986596457 | |
| **KEY SKILLS**   |  | | --- | | ***Budgeting & Forecasting*** | |  | | ***Financial Accounting & Taxation*** | |  | | ***GST*** | |  | | ***Financial Reporting*** | |  | | ***Cash/Fund Flow Management*** | |  | | ***Financial Statement Analysis*** | |  | | ***Accounting standards*** | |  | | ***Team Building & Leadership*** | |  |   **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 |
| **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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