

SHANKAR KUMAR BISWAS

Phone: +91-9993487011

Email: shankkumarsk007@gmail.com

SUMMARY

9+ years of experience in Audit & Finance Forward-thinking with a great understanding of auditing procedures. Offering expertise in regulatory issue validation for small and large businesses. Familiar with managing schedules, directing teams, and overseeing closing processes. Well-versed in ledger updates, and report writing. Exceptional interpersonal, communication, and multitasking abilities.

TECHNICALSKILL

- SAP, Lighthouse ERP, Spectrum ERP, Compu Tax, Track Care MS- Office, Tally ERP

EXPERIENCE

- Revenue Assurance, Internal Auditor, Internal Control & Financial & Risk Analysis Manipal Hospital (05-2023 to Till Now)
- Auditor cum Finance Associates, Samvad & Associates (05/2018– 04/2023)
- Account Executive, Sharma Travels Pvt. Ltd. (09/2017 – 04/2018)
- Account Executive, Sharma Wholesale Trading Pvt. Ltd. (09/2013 –08/2017)

WORK EXPERIENCE

Revenue Assurance, Internal Audit & control, Finance Analysis Manipal Hospital, Pune

- Accurate billing, minimizing revenue leakage, and optimizing revenue streams
- Revenue Leakage in any department prepare a setup for Internal control with management
- Risk analysis cover strategy, new project, operational to assure revenue purpose & also analysis the budget & forecasting on yearly basis .
- Internal cash Audit & Physical Audit of various Department weekly, monthly & quarterly basis
- Preparing & Reporting the AR, PDD, Security Deposit, Unbilled Revenue, Outstanding & Prepaid expenses, GST & TDS on monthly basis
- Prepare BRS, BSR, Departmental P&L, Revenue Reconciliation, ROI on monthly basis
- Prepare gross margin, Cost Control & Setup for price & cost mapping

Senior Finance & Audit Associates, Savmad & Associates, Raipur

- Internal audit of Different companies.
- GST, TDS working & Report Preparing
- Statutory Audit, Tax Audit, Company Audit.
- Accounts Receivable and Payables, Vendor credit & Banking Reconciliation.
- LC, BG Term Loan, Bank CC, Assets Loan & Other of Company Financial Analysis
- Credit Controlling & Analysis of Accounts and Finance.
- Analysis of Budgeting, Forecasting of Report
- Reviewing of Balance Sheet, Profit & Loss & Cash Flow Statement.
- Payroll Report and Analysis of EPF & ESIC of Employees

Finance Associate, Sharma Travels Pvt. Ltd., Raipur

- Computation of Output tax payable and paid, input tax credit availed under GST and GST Returns submission: - GSTR 1, GSTR 2, and GSTR3B.
- Reconciliation of GSTR.
- Vender tax credit reconciliation.
- Assessment and filling of Income Tax Returns, computation and deduction of TDS, filling of TDS Returns, Generating TDS certificates.
- Accounts Receivable and Payables, Banking entries.
- MIS Reporting – Sales Reports, Outstanding Analysis and Reporting, Target and Performance Analysis Reporting, Product Growth.
- Credit Controlling & Analysis of Finance and their Follow ups.
- Accounts Finalization, Statutory Audit, Tax Audit, Company Audit Internal Audit.
- Orders Processing and coordinating with Billing and Marketing Teams.

Account Associate, Sharma Wholesale Trading Pvt. Ltd., Raipur

- Vender tax credit reconciliation.
- Assessment and filling of Income Tax Returns, computation and deduction of TDS, filling of TDS Returns, Generating TDS certificates.
- Accounts Receivable and Payables, Banking entries.
- MIS Reporting – Sales Reports, Outstanding Analysis and Reporting, Target and Performance Analysis Reporting, Product Growth.
- Credit Controlling & Analysis of Finance and their Follow ups.
- Accounts Finalization, Statutory Audit, Tax Audit, Company Audit.

EDUCATION

- **EXECUTIVE CERTIFICATION IN FINANCIAL RISK MANAGEMENT, IIM VIZAG(2024)**
- **POSTGRADUATION DIPLOMA IN BUSINESS ADMINISTRATION, MITSDE, PUNE(2020)**
- **MASTER OF COMMERCE, PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR, CHATTISHGARH(2013)**
- **BACHELOR OF COMMERCE, PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR, CHATTISHGARH(2011)**
- **SENIOR SCHOOL CERTIFICATE EXAMINATION, NIRMALA ENGLISH MEDIUM SCHOOL, DALLI RAJHARA, CHATTISGARH(2008)**

PERSONAL INFORMATION

- Date of Birth – 03 July 1991
- Language Known – English, Hindi and Bengali.
- Father's Name – H. T. Biswas
- Mother's Name – Rita Rani Biswas