

SHANKAR KUMAR BISWAS

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Qualified PGDBA in Finance with 8+ year of experience in Accounts, Audit, Finance & Taxation in Different sector

SUMMARY

- Total experience of more than 8 Year
- Working at Manipal Hospital Pvt Ltd., Pune
- PGDBA in Finance from MITSDE, Pune in Year 2020.
- M.com in Finance from Pt. Ravishankar Shukla University, Raipur, C.G.in Year 2013.
- B. Com from Pt. Ravishankar Shukla University, Raipur, C.G.in Year 2011.
- Looking for an Aspiration job role in Taxation, Finance & Auditing.

TECHNICALSKILL

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

EXPERIENCE

- Revenue Assurance, Internal Auditor & Finance Controller, 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)

WORKEXPRIENCE

Revenue Assurance, Internal Audit & Finance Control Manipal Hospital, Pune

- Monthly Quarterly Revenue Reconciliation, Departmental Cost Reconciliation
- Bank Reconciliation, B/S Reconciliation & Monthly P/L
- Ensure Revenue, Control the leakage regarding revenue
- GST, TDS & EPF Working & filling
- Analysis of Budgeting, Forecasting
- Internal Audit & Physical Audit of various Department monthly & Quarterly
- PDD, Security Deposit, Unbilled Revenue, Outstanding Revenue Report
- Analysis and preparing Montly Account Receivable & Account payable Report

Accountant, 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

Account Executive, 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 Executive, 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

- **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.
- Hobbies – Cooking, Travelling
- Father's Name– H. T. Biswas
- Mother's Name– Rita Rani Biswas