Gobinda Podder.

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Summary:

- Work Experience: 12.0+ years both back office operation and middle office operation.
- Domain of Expertise: Disbursement, Treasury operations, Reconciliations, Finance and Accounts, Data modelling, Data Blending and Dashboard presentation using Tableau and Microsoft power BI
- Certifications: Microsoft Power BI, Python, Tableau, Google Data Studio, Google Analytics.
- Key Skills: Disbursement processing, Treasury Management, Finance & Accounts, Data Analysis, Data Modelling, Data Visualization, Dash Board presentation, MIS reporting. Have extensive experience in sourcing, processing, managing and distributing business-driven and actionable visual reports for key stakeholders.

in   **LinkedIn : Gobinda Podder**   **Github : Gobinda-Podder**

Qualification Highlights:
- B.COM (HONS) From Calcutta University with 55%
- MBA Business strategy and Entrepreneurship (Udemy)

Other Certifications:

1) Tableau certification from Great Learning. 2) Power BI certification from Udemy. 3) Financial Accounting from Udemy 4) Open Access strategy consulting virtual experience program from BCG. 5) Python certification from IBM. 6) Fundamentals of Digital Marketing from Google. 7) Digital Marketing from Accenture. 8) Google Analytics for beginner from Google. 9) Microsoft Advertising Certified Professional from Microsoft. 10) Digital Analytics from Amity University.

Key skills:

- **Advanced Excel**: INDEX, MATCH, VLOOKUP, PIVOT, SUMIFS, Logical function and Google Sheets.
- **Automation in Excel**: Basics of Power Query, VBA Macros.
- **Tableau:** Mastered the ability to design & deploy rich graphics visualization with drill down and drop down menu option and parameters using Tableau.
- **Power BI:** Developed analysis reports and visualization using DAX function like Table function, aggregation function and Iteration function. Creating Row level security with power bi and integration with power bi service portal
- **Taxation:** Independently handling TDS computation, TDS Returns, TDS Assessment, From-16 issue. GST filing.
- **Finance & Accounts:** In-depth knowledge in daily operation of Accounting, including financial data monitoring, assist to prepare financial reports.
- **Application Software:** SAP, Oracle, TCS ION, Finnone Software, Br.Net, Tally.
- **Power Point:** Created and incorporated charts, graphs, and other visual aids in PowerPoint.
- **Programing**: Basic of Python includes Seaborn (Relplot, Catplot, Barplot, Boxplot, Violinplot) Matplotlib, Pyplot, Geoplotlib, Python Pandas, and Numpy.

Employment Chronicle :-

Jindal Photo Ltd (Group of BC Jindal Co.)

Senior Executive - Branch (FEB-2021 to till date)

Job Responsibilities:

- Maintaining optimal stock levels to ensure timely availability of product. Coordinated with internal and external customers and maintained desired stock levels. Assisted commercial teams to maintain efficient and optimal product supply.
- Preparation of different types of MIS reports to the directors.
- Creation of purchase order, Bulk Invoice booking, Bulk vendor payments, and other statutory pay-out through SAP. Oversaw all aspects of the daily cash transaction, general ledger entries, and month end close activities including expense accruals, posting of journal entries and account reconsilation.Payment all statutory payments within stipulated time.
- **Tableau: -** Prepare Dashboards using calculations, parameters, Data Blending in Tableau. Developed Tableau Data visualization using cross tabs, Heat Map, Box plot, whisker chart, Scatter plots, Geographic Map chart, Pie chart, Bar chart, Waterfall chart, Pareto chart, and Dual axis Bar chart. Worked extensively with advance analysis Actions, Calculations, Parameters, Back ground images, Map, Trend Lines, Statistics, and table calculations. Created calculated fields, combine fields, bins, and hierarchies using Tableau Public. Created different KPI using calculated key figures & parameters.

Village Financial Services Ltd.

Accounts & Operation Executive (Jan-2018 to Jan-2021)

Job Responsibilities:

- Manage treasury operations including daily basis disbursement of MFI & SME loan, Fund management, repayment to bank & other financial institutions, vendor's pay-out through RTGS/NEFT/ IMPS. Daily transactions through different Bank Such as IDFC, Axis, Yes Bank, SBI, ICICI Bank. Prepare monthly BRS for daily operation bank accounts for over 100 branches. Provided monthly income statements, cash forecasts & other assigned financial analyses to the management. Fund management forecast cash flow position, related borrowing needs, and available funds for investments. Ensure funds are available to meet ongoing operational and capital investments.
- Analyse the current banking structure and implement improvements across the Enterprise with a view to creating a best in class and cost-effective banking set-up across all business units and the Enterprise.
- **Power BI**:-Design and develop of reporting data module for Region wise, Branch wise Disbursement report. Worked on all types of transformations that are available in Power bi query editor. Developed analysis reports and visualization using DAX functions like table function aggregation function and iteration functions. Executed dashboard setups and data manipulation using DAX. Integrated custom visuals based on business requirement using power BI desktop. Converting all operational excel report into Power BI Reports.

Amity University (Group of Ritnand Balved Education Foundation)

Sr Accounts Executive (OCT-2015 to JULY-17)

Job Responsibilities:

- Overseeing preparation of financial statements including Trial Balance, Profit &Loss A/C., Age-Wise Accounts Payables & Receivables Statements, Balance Sheets, Cash & Fund Flow Statement, Audit Reports and other financial reports to keep track of financial performance; supervising monthly MIS Reporting on P & L, NCA, Cash Generation etc.
- **Payroll Process**:-Verification & Reconciliation of monthly payroll. Ensuring time lines are meet for salary disbursement and statutory compliance Manage certain time bound processes and ensure validation of data to be accurate and truthful i.e. Investments declaration, Form 16, Tax Returns.
- Responsible for management of accounts payable – verified invoices, oversaw purchase of supplies, tracked supplies, recorded in general ledger.
- Independently handling TDS preparation & Filing TDS certificate, issuing Form-16, reconciliation of 26AS on a quarterly basis.
- On a daily basis, reconciles daily fees posting completed to daily batch posting outstanding to ensure all the Fees are posted within stipulated time. In the event an outstanding Fees is past due for completion, immediately notifies Management.

L&T Finance Ltd (Group of L&T Financial Services Ltd)

Sr Accounts Executive   **(Jan-2013 to Aug-2015)**

Job Responsibilities:-

- Records, classifies, summarizes, and analyses all branch transactions for the purpose of monitoring the branch Financial Statements and conditions in accordance with the established different policies and required turnaround times.
- Preparing monthly performance report, different MIS reports, Provision & budgeting. Explanation given to the management team for increase and decrease the expenditure. Working capital management: Debtors & creditor analysis and their collection & payments.
- Entire Brokerage computation &pay-out through RTGS/NEFT of different product such as two-wheeler, Auto loan, Housing loan, SME loan. Etc. determined the net pay-out after working the various adjustments.
- Responsible for daily cash management activities and operations. Forecast cash flow position, related borrowing needs and funds available for investment. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirement.

Family Credit Ltd (Societe Generale Group.)

Accounts Officer   **(Feb-2008 to Dec-2013)**

Job Responsibilities:

- Monitoring books of accounts, reconciliation General Ledger. Processing across pan India bill booking & payment release. As a leader of Expenses management team, responsible for all the expenses are properly booked into the system & vendor's gets their payment timely. Maintained different types of MIS reports.
- Maintained fixed asset register; including adding assets, transferring CIP accounts to active and disposing of assets.
- Implemented new cash flow processing procedures, analysed trends/variances, and coordinated cash management strategy with senior level, forecasted monthly, quarterly, annual cash positions
- Reviewed borrower's loan applications to insure completeness of data, verified information listed on applications.

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