**Gobinda Podder.**

**Mobile: - 91+ 9073641267/9674190953**

**E-mail: - podder.gobinda2015@gmail.com/ gobinda.podder83@rediffmail.com**

**Address:- 200 Nalta kali Bari Road Kolkata-700028 West Bengal**

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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 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.  C:\Users\Gobinda\Desktop\download.png LinkedIn : Gobinda Podder C:\Users\Gobinda\Desktop\GitHub-Mark.png Github : Gobinda-Podder |

**Qualification Highlights**:

* B.COM (HONS) From Calcutta University with 55%
* MBA Business strategy and Entrepreneurship.

**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.
* **Software Knowledge:** 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.

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| Employment Chronicle :- |  |

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| Jindal Poly 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. Provided technical support to commercial team and recommended increase in incremental sales. Analysed and recommended changes to processes to enhance the efficiency of inventory process. Preparation of different types of MIS. Responsible for analysing complex data and possess intermediate to advanced expertise in data mining, **Business Intelligence**, data modelling, and visualization tools (specifically, **Tableau** and **Power BI** ).Creation of purchase order, Invoice booking, vendor payment, and other statutory pay-out through SAP. Provide effective supervision to the work force within the framework of company policies to obtain efficient and uninterrupted operations. Performs product/process analysis for cost reduction, quality improvement and efficiency improvement

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| 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. 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. Daily transactions through different Bank Such as IDFC, Axis, Yes Bank, SBI, ICICI Bank.Design build Power BI Dashboards/Tableau PPT Reports with experience creating Power BI data models/ data sets, and custom DAX calculations .Connect to data sources, importing data and transforming data for Business Intelligence. Maintain credit policy standards, perform general supervision of work flow and participate in team effort to achieve departmental/company goals.

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| Amity University    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. Enters assembles and sort payroll data for processing. Identifies and corrects processing

errors balances payroll records. Responsible for management of accounts payable – verified invoices, oversaw purchase of supplies, tracked supplies, recorded in general ledger. **ERP Implementing**: -Hands on creating supplier code in the software, enrolling all the supplier details and payment terms as per agreement and producing new account codes to the existing chart of Accounts. Data migration from Tally to TCS ION module.

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| L&T Finance 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. 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. **SAP** **Implementing**: Maintenance of accounting control and establishing a chart of accounts, defining accounting policies and procedure. Closely worked with SAP consultant in order to develop the product.. Preparation of different types of audit reports such as statutory audit, Internal Audit & RBI audit & NHB inspection

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| 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 detail; 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. Reconciled bank accounts activity, sweeps, and loan activity & resolved all banking and funds issues. Reviewed borrower's loan applications to insure completeness of data, verified information listed on applications.

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01/07/2021