



# RAHUL BHATTACHARYA

Senior Finance & Accounts Executive -  
Branch Accountant.

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+91 - 8282802302 📞

Pune, India 📍

linkedin.com/in/rahul-b-20945452 in

Immediate joining. Finance & Accounts Professional with 9 years of experience.

## SKILLS

Accounts Payable

Accounts Receivable

Auditing

Banking

Data management & analysis

Power BI

Tabelau10

Taxation

P2P

O2C

Inventory verification, control ,management, accounting

R2R

I2C

E-Invoicing

## WORK EXPERIENCE

### ○ Senior Executive Finance & Accounts - Regional Branch Accountant HITACHI Systems MC Private Limited - A HITACHI group.

06/2019 - 03/2021

IT/ITES sector

Mumbai,India

#### Achievements/Tasks

- Handled Finance & Accounts operations of Western region. Maintaining Billing system, Invoice processing (Sales order , Sales return orders approval, billing, re-billing),Credit & Debit notes, Purchase Order verify / parked / posting. Invoice reversal / cancellations."
- E-Invoicing- IRN generation, Creating NOC/NOD lines, EInvoice type of Supply. GST/TDS/TCS checking ,verification, calculation in biller system for Invoicing, Credit notes , Reconciles GST/TDS/TCS for Taxation reports on Hardware/Software/Services Invoices and assist Internal taxation department."
- Employee expenses payments on verifying expense reports, Review of employee advance ageing report on prior to reimbursement. Vendor payments on prior verification of tax invoice, review, track purchase and non purchase orders of various departments."
- Continuing to improve payable and receivable process as per payment term milestone. Review with Team regarding Customer and vendor ageing report, outstanding recoveries and payments. Perform Account Reconciliations. Maintain Accounts Payable and Receivable files and records."
- Stock verification ,scrutiny of waste materials and scrap sales. Review and Track expenditures related to Logistics and Freight for inward and outward. Inventory accounting "
- Financial Data analysis ,reporting. Expenses & Revenue analysis and reporting. Producing monthly financial and management reports. Investigating, resolving any irregularities and enquiries. Assist in External & Internal auditing for closings. Manage Team."

## ORGANIZATIONS

Hitachi Systems Micro Clinic Private Limited , Western  
Region office Mumbai (06/2019 - 03/2021)

Millennium Semiconductors India Private Limited ,  
Corporate Head office Pune (11/2017 - 06/2019)

S R I Associates , Kolkata (05/2017 - 10/2017)

Pooja Engineering Works , Varanasi (05/2014 - 04/2017)

Thakur & Co.,Kolkata (10/2009 - 03/2012)

## EDUCATION

### ○ Masters of Business Administration - Dual Specialization in Finance and Marketing Management. GITAM Institute of Management ,GITAM UNIVERSITY (Deemed University )

04/2012 - 07/2014

Visakhapatnam,India.

## EDUCATION

### Masters of Data Scientist

Simplilearn in collaboration with IBM.

08/2020 - 02/2021

Bangalore, India

### Cost and Management Accountants - Intermediate a Semi group qualified.

The Institute of Cost Accountants of India

08/2009 - 12/2010

Kolkata, India

### Commerce Graduate Honours

University of Calcutta

08/2006 - 07/2009

Kolkata, India

## CERTIFICATES

Certificate in E - Finance - SAP FICO (10/2015 - 01/2016)

Tally ERP 9 (04/2013 - 10/2013)

## CONTRIBUTIONS & ACCOMPLISHMENTS

Processed 100 (+/-) invoicing a day and 200+ a day during Monthly and Annual closings for HITACHI Systems MC Private Limited.

Set a fast smooth process at HITACHI systems MC Pvt.Ltd., Mumbai for processing Western region Sales Order to Invoicing along with timely delivered of goods / services, as a result on time collection as per payment term milestone.

At Millennium Semiconductors India Private Ltd.-- Prepared and Implemented new Travelling Expense chart for employees. Managed and streamlined accounts payable process for timely payments to vendor and employees.

Fraud Detected in Travelling expenses of Employees results in cost saving of Rs.10 lacs within 3 months to Millennium Semiconductors India Private Ltd. which contribute 9% to it's revenue.

At S R I Associates, during Statutory Audit at West Bengal State Electricity Distribution Company Limited it's Bandel Power Plant did Physical verification of stocks and examined an absence of 21 spare parts total of Rs.12 lacs. Also Traced Statutory returns not paid within due date which makes an penalties of Rs.4.5 lacs.

Led to acquired two Government contracts each from Banaras Locomotive Works and Eastern Railway within 4 months which contribute to 15% of revenue for Pooja Engineering Works.

## HONOR AWARDS

Star Performance Award (11/2017 - 06/2019)

Millennium Semiconductors India Private Limited, Pune

- Better Job Performance, Streamline Accounts Payable process, make cost saving on various company expenses, Detection of Expenses fraud.

Events Committee for Youth Fest SIFE ENACTUS, 2013 (04/2012 - 07/2014)

GITAM Institute Of Management , GITAM University Visakhapatnam

Finance Committee , GEM 2012 Inter Collegiate Talent Contest (04/2012 - 07/2014)

GITAM Institute Of Management , GITAM University Visakhapatnam

Annual Conference Committee for organizing The Indian Economic Association. (04/2012 - 07/2014)

GITAM Institute Of Management , GITAM University Visakhapatnam

Market Research Survey for Internet services in Vizag city households (04/2014 - 07/2014)

GITAM Institute Of Management , GITAM University Visakhapatnam

## INTERESTS

Explore different cities ,places.

Reading Books

Playing Badminton, Cricket, Chess

Photography

Providing Teaching to students

Helping old age persons, poor human beings