




SUBHANKAR CHOWDHURY

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.



EDUCATION

CMA INTER (PERSUING) | ICAI

2021

B.COM | MAHARAJA SRISH CHANDRA COLLEGE (UNDER CALCUTTA UNIVERSITY)

2015 - 2020

55%

HIGHER SECONDARY (COMMERCE STREAM) | KUMAR ASHUTOSH INSTITUTION (MAIN) [WBCHSE]

2013 – 2015

71%

MADHYAMIK | KUMAR ASHUTOSH INSTITUTION (MAIN) [WBBSE]

2013

53%



EXPERIENCE

R2R FIXED ASSETS & REVENUE ASSURANCE | INDUS TOWER LTD. (QUESS PAYROLL) A&N, WB & Sikkim Circle

FEBRUARY'2025 TO PRESENT

- Invoice processing for every month end to our B2B customers (Airtel, VIL, Tata communication, BSNL, Reliance Jio, Sify).
- Advance charges file preparation for additional product required to site.
- Electricity and power calculation on the basis of usage in requested site.
- Daily follow up with clients for outstanding amount through Mail.
- Preparation Billing input entry through Oracle.

ACCOUNTANT (R2R) | CORDLIFE SCIENCE INDIA PVT LTD

DECEMBER'2022 TO FEBRUARY'2025

- Daily payment update in our Microsoft Navision ERP System.
- Passing all journal entries day to day basis.
- Maintaining of bank reconciliation statements for 7 different bank accounts.
- Diagnostic income update on daily basis and Reconciliation with bank statement.
- Maintenance of all the financial documents required for GST filling.
- Resolving all customers quarries through mail.

- Issue Account statement and no due certificates after verifying all payment to Customer.
- Monthly revenue booking for all accounts including 4 Diagnostic segments.
- Refund to Customer for any excess payment or pre cancellation or post cancellation case.
- Maintain miss report through MS Excel.
- Prepare GR/IR report and maintain.
- Helping to senior Accountant and Management level.
- keeping all the books are matched with Bank book including system books.
- Excellent recon with Microsoft Excel report and system generated report.
- Issue invoice to Singapore headhunter for diagnostic purpose and close all the account on monthly basis.
- Resolving all Audit (Internal, Stat & Group Audit) quarries for closing Account on year ending.
- Passing month end journal entry for closing all ledger account matched with relevant data.
- Resolving Operation, Support, Sales, Credit control department quarries through mail.
- Configure Microsoft NAV.
- Passing bulk entry for ACH and Postdated Cheques in Microsoft Navision ERP System.
- Bulk status uploaded after credited all Postdated Cheques and ACH payment In Microsoft Navision ERP System.
- Return and hold fresh & bounce cheques to Support and sales department after getting alternate payment from customers.
- Follow up with 6 banks for any problem related quarries.



SKILLS

- Working knowledge of **Tally ERP 9**
- Working knowledge of **Marg ERP 9**
- Working knowledge of **SAP FICO**
- Good Knowledge of **Advance Excel**
- Good Knowledge of all **Banking Portal**.
- Working knowledge of **Microsoft NAV & CRM**
- Working knowledge of Attune (Diagnostic Software)
- **ORACLE BASIC KNOWLEDGE**
- Good Knowledge of all Banking Portal
- **MS Office** (Excel, Word, Power Point, Outlook etc.)
- Good Knowledge of Advance Excel
- **G-Suite** (Sheets, Docs, Slides, Gmail etc.)
- JIRA Service Desk
- Collaboration with Different Teams & External Partners Globally
- Client Relationship Management
- Complaint Handling & Management
- Analytical & Numerical Skills
- Strong Decision-making Capacity
- Complex Data Research & Interpretation
- Root Cause Analysis
- Training & Mentoring

- Quick Learner, Multitasker
- Quick Adaptability
- Excellent Communication Skills (verbal & written)



CERTIFICATION

Possess a certificate from **Primus Institute** (Pune) for **SAP FICO**

Possess a certificate from **ICMAI** for **SAP FICO**

Possess a certificate from **ICMAI** for **Microsoft Office**

Possess a certificate from **ICMAI** for **e –filing**



PERSONAL INFORMATION

- Nationality: **Indian**
- Languages Known: **English, Bengali, Hindi**
- State: **West Bengal**
- Mothers Name: **Shanti Chowdhury**
- Fathers Name: **Sankar Chowdhury**
- Marital Status: **Unmarried**

Date :

SUBHANKAR CHOWDHURY