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Profile Summary

Dynamic and results-oriented finance professional with a strong background in accounts, financial planning, and analysis, dedicated to enhancing profitability, reducing costs, and supporting long-term business growth. Proficient in financial modeling, forecasting, reporting, and automation tools, with the ability to streamline processes, strengthen internal controls, and ensure compliance with regulatory standards. Recognized for delivering accurate insights and strategic recommendations that enable management to make informed decisions, drive operational efficiency, and achieve organizational objectives.

Key Skills

- Financial Planning & Analysis
- Accounts Finalization & Reporting
- Budgeting & Forecasting
- Financial Modeling & Projections
- Regulatory Compliance & Filings
- Working Capital Management
- Direct & Indirect Taxation
- Statutory Audit Management
- MIS & Dashboard Reporting
- Cost Control Strategies
- Treasury & Cash Flow
- IFRS / GAAP Compliance
- Scenario & Variance Analysis
- Liquidity & Risk Management

Basic Details

Gender - Male
Date of Birth - 1988-10-12
Marital Status - Married

Languages

- Hindi
- English
- Assamese
- Bengali

Skills

- MS Office - Word, PowerPoint, Outlook
- Tally, QuickBooks, Zoho, SAP
- Advance Excel (Pivot Tables, VLOOKUP, Macros)

Work Experience

February, 2025 - Present

Assistant Manager - Accounts & Finance, Decimal Technologies Private Limited
Gurugram

- Managed finance and accounting operations, including accounting systems, direct and indirect taxation, IFRS, GAAP, accounts payable/receivable, vendor management, auditing, and compliance.
- Specialized in the preparation and analysis of financial and statutory statements, ensuring strict adherence to regulatory standards.
- Delivered accurate and insightful financial reports to support strategic decision-making and enhance organizational performance.
- Streamlined month-end and year-end closing processes, reducing turnaround time and improving reporting accuracy.
- Coordinated with internal and external auditors to ensure smooth audit cycles and timely resolution of audit queries.
- Implemented cost-control measures and financial controls, resulting in improved budget adherence and reduced variances.
- Collaborated with cross-functional teams to align financial planning with business strategies and operational goals.
- Enhanced ERP/accounting system functionalities to improve automation, data accuracy, and reporting efficiency.
- Developed MIS (Management Information System) reports for management review, enabling proactive financial decision-making.
- Assisted in financial forecasting, scenario analysis, and investment appraisals to support long-term growth initiatives.
- Maintained strong vendor and stakeholder relationships through effective negotiation, payment scheduling, and dispute resolution.

June, 2020 - January, 2025

Manager Finance, Opendoors Fintech Private Limited
Bengaluru

- Oversaw financial management and optimized workflows, cutting month-end closing timelines by 25% and minimizing manual errors by 30% through automation initiatives.
- Directed statutory audit processes in partnership with external auditors, ensuring full adherence to regulatory and compliance requirements.
- Designed financial models and provided data-driven recommendations that boosted operational efficiency by 15% and contributed to 20% revenue growth over two years.
- Secured advantageous financing terms through successful negotiations with banks, boosting liquidity and working capital efficiency.

- Unified and streamlined reporting structures across multiple business units, improving accuracy, transparency, and decision-making speed.
- Led the deployment of advanced ERP/financial platforms, enabling real-time analytics and sharper forecasting capabilities.
- Partnered with cross-functional leadership to integrate financial planning with corporate strategy, accelerating sustainable growth.
- Cultivated and coached high-performing finance teams, building leadership pipelines and elevating departmental performance.

November, 2019 - June, 2020

Manager Finance, Mahalaxmi Infotronics Systems

Guwahati

- Overhauled accounting frameworks and accelerated reporting workflows, boosting efficiency by 40%, reducing documentation by 50%, and shortening preparation cycles by 30%.
- Reduced operational expenses by 15% through strategic supplier negotiations and improved digital business presence.
- Enhanced liquidity by 20% by implementing advanced forecasting methods and strengthening cash flow oversight.

May, 2014 - October, 2019

Manager Finance, Best IT World (India) Private Limited

Guwahati

- Automated and streamlined reporting processes, reducing preparation timelines by 35% while enhancing accuracy, data integrity, and decision-making speed.
- Designed and executed financial plans and projections that supported leadership in delivering 10% year-on-year growth across multiple business cycles.
- Ensured full compliance with domestic tax regulations, maintaining a five-year flawless compliance record with zero penalties.
- Directed end-to-end finance operations, including accounts finalization, reconciliations, working capital management, and treasury oversight.
- Supervised indirect and direct tax operations (GST, TDS, income tax), ensuring timely filings and audit readiness at all times.
- Partnered with senior management to align budgeting, forecasting, and cost-control strategies, strengthening overall financial health.
- Coordinated with statutory auditors, consultants, and regulatory authorities, achieving smooth audit closures and transparent reporting.
- Mentored and developed finance team members, instilling strong process ownership, compliance discipline, and performance focus.

October, 2012 - April, 2014

Manager Finance, Nuotech Solar Systems Private Limited

Guwahati

- Minimized manual effort by 50% through the integration of automated financial systems.
- Conducted profitability assessments that achieved a 12% decrease in project expenditures.
- Optimized cash flow by resolving account variances with vendors and customers, shortening payment cycles by 25%.

May, 2011 - September, 2012

Accounts Executive, Global Associates

Guwahati

- Maintained accurate financial records by auditing and reconciling accounts, while streamlining tax compliance to reduce filing errors by 20%.
- Strengthened financial controls, leading to a 15% improvement in operational efficiency.

May, 2010 - April, 2011

Accounts Executive, Sudhir Sarawgi & Company

Guwahati

- Generated financial statements and tax filings with 100% timely compliance, including VAT and CST registrations.
- Supported internal audits by detecting and correcting discrepancies to improve financial integrity.

Education History

Bachelor Degree (Commerce - Honours)

Guwahati University

2007 - 2010

Accomplishments

Employee Excellence Award – Best IT World (India) Pvt. Ltd.

Honored twice with the Employee Excellence Award for delivering exceptional contributions to financial operations, driving efficiency, accuracy, and process improvement.