

Rupam Sahoo

Accounts & Finance Executive



CONTACT ME

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SUMMARY

Cash Handling and Client Relationship specialist, with 3 years of experience in financial and accounting sector. SAP-FICO, Tally, and Advanced Excel certified professional, and Banking, Financial Services, and Insurance (BFSI) certification to further enrich industry-ready skills. Skilled in leveraging financial enablers to ensure that all operations comply with protocols and procedures while achieving maximum accuracy and efficiency. Passionate about cultivating growth, innovation, and financial inclusion through the ever-changing BFSI space.

TECHNICAL SKILLS

- SAP-FICO
- Tally ERP 9
- Tally Prime
- Adv Excel
- MS Word
- MS PowerPoint
- SAP-FICO

EXPERIENCE

Executive Accounts & Finance |
Advance HCS Private Limited,
Midnapore
Jun/2023 - Present

- Accountancy specialist handling financial transactions, record maintenance, reporting, and analytical review Established success in cash flow management, cultivating client relationships and cross-functional collaboration
 - Reconciled and audited data to balance accurate accounts. Timely financial report preparation and in depth financial analysis Forecast, prioritize expenses to optimize cash flows. Financial management to provide transparency, accountability and to support decision making
- Worked with sales, operations, and marketing to drive business related to the establishment of scale, insourcing efficiency by and enabling decisions to be data driven.
- Skilled accounting professional with precision in maintaining financial records and timely submission of financial reports Achieved cash flow administration, minimized discrepancies, and established and maintained customers with high customer satisfaction ratings

PERSONAL SKILLS

- Quick Learner
 - Active listening
 - Analytical Mindset
 - Relationship-Building Abilities
- Data Analysis
 - Problem Solving

EDUCATION SUMMARY

B.COM | KD College of Commerce & General Studies, Midnapore | GRADUATION YEAR - 2024 | 8.00 CGPA

Undertook Accounting and Finance with key papers in Financial Accounting, Management Accounting, Corporate Finance as well as Business Taxation. Research project Completed research Oxford Brookes diploma and undergraduate research project financial performance, small scale finance analysis project on enterprise and financial validation.

HIGHER SECONDARY | Midnapore Collegiate School (Boys), MIDNAPORE | YEAR - 2020 | 67%

CERTIFICATES

- Post Graduate Certification in Banking Financial Services & Insurance/ Physics Wallah Skills
- Advanced Diploma In Financial Accounting Program/Tally Academy

VOLUNTEERING

Worked as a volunteer with NSS, taught primary school students, organized several sports events to help them to come regularly to school. Conducted survey in rural area, completing report to submit to local councillor to address local issues

REFERENCES

Available on request.