

# BIKASH CHOUDHARY

## Associate Manager – Finance and Accounts

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Financial Planning & Analysis (FP&A) • Working Capital Management • Cash Flow Forecasting • MIS & Budgeting • Treasury Management • Variance Analysis • Statutory Audit & Data Finalization • Fund Management • Accounts Payable & Receivable • Payroll & HR Compliance • Internal Controls & Risk Management • ERP Implementation • Team Leadership • GST & Regulatory Compliance

## PROFESSIONAL SUMMARY

Results-driven Associate Manager – Finance and Accounts with 8+ years of end-to-end financial management experience, including financial planning and analysis (FP&A), budgeting, cash flow forecasting, working capital management, treasury operations, payroll, statutory audit, and regulatory compliance. Proven track record of leading finance teams, implementing ERP systems (Zoho Books), and delivering measurable improvements in cost efficiency, fee recovery, and fund management. Certified in Goods and Services Tax (GST) with deep expertise in Employees' Provident Fund Organisation (EPFO), Employees' State Insurance Corporation (ESIC), Professional Tax (PTAX), and income tax regulations. Seeking a higher Finance role to drive financial excellence and strategic growth at an organisational level.

## WORK EXPERIENCE

### Associate Manager – Finance and Accounts

*Inspira Knowledge Campus*

Apr 2018 – Present

Siliguri, West Bengal

#### Financial Planning, Analysis & Reporting

- Managed end-to-end financial operations including financial planning and analysis (FP&A), preparation of income statements, balance sheets, and cash flow statements, ensuring full compliance with accounting standards.
- Conducted variance analysis on budgeted vs. actual figures to identify deviations and recommend corrective measures to senior leadership.
- Produced MIS reports and financial dashboards to support data-driven decision-making across departments.

#### Working Capital, Treasury & Fund Management

- Managed working capital cycles including accounts payable (AP) and accounts receivable (AR) to maintain optimal liquidity and minimise financial risk.
- Developed and managed treasury operations and trust fund investment strategies in accordance with Government norms, achieving a good increase in returns through disciplined planning and risk assessment.
- Coordinated with banking partners to integrate new financial solutions and streamline payment and treasury processes.

#### Cash Flow Forecasting & Budgeting

- Prepared and monitored monthly and annual cash flow forecasts, ensuring adequate liquidity for operational requirements and capital planning.
- Designed a structured fee collection strategy that improved recovery rates by 20%, reducing overdue accounts and strengthening cash flow.

#### Statutory Audit, Internal Controls & Compliance

- Led statutory audit data finalization, coordinating with external auditors and ensuring accuracy and completeness of all supporting documentation.
- Conducted regular internal audits; implemented control measures that reduced operational costs and safeguarded organisational assets.
- Ensured 100% compliance with Goods and Services Tax (GST), Employees' Provident Fund Organisation (EPFO), Employees' State Insurance Corporation (ESIC), Professional Tax (PTAX), and income tax regulations — zero penalties throughout tenure.

#### ERP Implementation & Technology

- Led end-to-end Zoho Books ERP implementation integrating student profile management, fee transactions, and financial reporting — significantly reducing manual errors and improving operational efficiency.

#### Payroll & HR Compliance

- Oversaw accurate payroll processing including salary calculations, deductions, and benefits administration for the full employee base.
- Administered employee benefits including gratuity, medical insurance, and retirement plans in compliance with all applicable labour laws.

#### Team Leadership & Operations

- Led and mentored a team of 5+ finance professionals, assigning responsibilities, monitoring KPIs, and managing procurement, vendor payments, and day-to-day financial operations.
- Serving as a Committee Member of the NAAC Internal Quality Assurance Cell (IQAC) at Inspira Knowledge Campus, contributing to institutional quality assessment, compliance documentation, and continuous improvement initiatives.

## Executive – Accounts

*Manoj Kumar Goyal & Associates (Chartered Accountants)*

**Dec 2016 – Apr 2018**

Siliguri, West Bengal

- Managed client ledgers, invoicing, accounts payable and receivable, and data entry; conducted internal audits across industries identifying discrepancies and recommending corrective actions.
- Prepared and filed VAT and GST returns; ensured seamless client transition during the GST rollout with cross-industry exposure in trading, logistics, and services sectors.

## KEY ACHIEVEMENTS

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- **Fee Recovery:** Redesigned collection strategy, reducing overdue accounts and significantly strengthening cash flow.
- **Cost Reduction:** Implemented internal controls that cut operational costs and optimised resource allocation across departments.
- **Investment Growth:** Managed trust fund portfolio achieving superior returns through strategic planning per Government norms.
- **ERP Implementation:** Led full Zoho Books integration for student management and financial operations, reducing manual errors.
- **Zero Compliance Penalties:** Maintained 100% on-time GST, EPFO (Employees' Provident Fund Organisation), ESIC, PTAX & income tax filings for 8+ years.
- **Team Performance:** Built and managed a 3+ member finance team, driving consistent improvement in accuracy and efficiency.

## SKILLS & COMPETENCIES

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- **Finance & Planning:** Financial Planning & Analysis (FP&A), MIS & Budgeting, Cash Flow Forecasting, P&L Oversight, Working Capital Management, Variance Analysis, Cost Control, Fund Management, Treasury Management
- **Accounts:** Accounts Payable (AP), Accounts Receivable (AR), General Ledger, Bank Reconciliation
- **Audit & Compliance:** Statutory Audit Data Finalization, Internal Auditing, Risk Assessment, Internal Controls Design, GST (Certified), TDS, Income Tax, EPFO, ESIC, PTAX, Regulatory Filing
- **Software & ERP:** Zoho Books (ERP Implementation), Tally, MS Excel (Advanced), Google Sheets, Microsoft Office Suite
- **Leadership:** Team Management, Performance Monitoring, Stakeholder Communication, Process Improvement

## EDUCATION

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### **MBA – Finance**

*Sikkim Manipal University – Directorate of Distance Education (DDE) | Siliguri, West Bengal*

2018 – 2020

### **B.Com – Bachelor of Commerce**

*Siliguri College of Commerce, North Bengal University | Siliguri, West Bengal*

2014 – 2017

## CERTIFICATIONS

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Goods and Services Tax (GST) Certification – Tax compliance, filing, and regulatory adherence

## DECLARATION

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I hereby declare that all the information and details provided in this resume are true, complete, and correct to the best of my knowledge and belief. I understand that any misrepresentation or omission of facts may result in disqualification or termination of employment.

### **Bikash Choudhary**

*Associate Manager – Finance and Accounts*

*Place: Siliguri, West Bengal*