

Biswajit Pradhan

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ACCOUNTING & FINANCE PROFESSIONAL

Detail-oriented and analytical finance professional with experience in investment banking operations, accounting, and auditing. Strong knowledge of financial principles, reporting standards, taxation, and compliance. Passionate about financial markets, with proven ability to manage pressure, resolve client issues, and work collaboratively. Seeking to contribute expertise in a dynamic organization.

WORK EXPERIENCE

Investment Banking Operations Analyst
Coforge Limited – Gurugram, Haryana, India

Aug 2024 – Present

- Managing file tracking and data transformation for various hedge funds, derivatives, and private equity activities.
- Utilizing financial analysis tools to analyze financial statements and identify key financial metrics.
- Producing detailed reports to support informed investment decision-making.
- Conducting quality checks on operational tasks and projects to ensure accuracy and reliability.
- Coordinating with internal teams and vendors to resolve discrepancies efficiently.
- Responsible for system administration of Concur; implemented improvements through collaboration with technical teams.

Process Associate – Accounts Payable
Genpact India Pvt. Ltd. – Kolkata, West Bengal, India

Jun 2021 – Dec 2021

- Reviewed and processed PO and Non-PO invoices using 2-way and 3-way matching.
- Resolved vendor queries via email/tickets within defined SLAs.
- Validated invoice essentials such as supplier details, PO, bank account, invoice date using SAP ERP.
- Maintained exception trackers and ensured timely issue resolution.

Accounts & Audit Executive (Intern)
Roy Ghosh & Associates – Kolkata, West Bengal, India

Jan 2021 – Apr 2021

- Maintained books of accounts and internal auditing for private and public sector entities.
- Filed income tax returns and ensured statutory compliance.

- Participated in internal audits of major projects including:
 - West Bengal State Electricity Transmission Company Limited
 - Airports Authority of India (Bagdogra Airport)
 - World Bank-funded project (Meghalaya Basin Management Authority)
 - AIIB-funded APUWSSMIP project in Andhra Pradesh

Assistant Accountant (Intern)

Praveen Surana & Associates – Kolkata, West Bengal, India

Jan 2020 – Feb 2020

- Assisted with bookkeeping and financial records for pharmaceutical clients.

EDUCATION

Bachelor of Commerce (Honours) – Accounting & Finance

University of Calcutta – Kolkata, West Bengal, India

Graduated: Aug 2019

Higher Secondary (12th) – Commerce

West Bengal Council of Higher Secondary Education (WBCHSE) – West Bengal, India

Graduated: Jul 2015

Secondary (10th) – Literature, Science & Arts

West Bengal Board of Secondary Education (WBBSE) – West Bengal, India

Graduated: Jul 2013

CERTIFICATIONS

Integrated Course on Information Technology & Soft Skills (ICITSS) – ICAI, Jan 2019

Chartered Accountancy – Common Proficiency Test (CPT) – ICAI, Jan 2017

AWARDS & SCHOLARSHIPS

Awarded a storybook for securing 2nd position in Class XI, Paniparul Mukteswar High School (WBCHSE), Jan 2015

SKILLS

Technical: SAP ERP, Tally ERP 9, MS Excel, MS Word, Concur

Financial: Financial Analysis, Accounting, Auditing, Compliance, Investment Banking Operations

Soft Skills: Analytical Thinking, Communication, Teamwork, Self-Motivation

Languages: English, Hindi, Bengali