

## **SUJAL ALASTRE BISWAS**

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### **Career Objective.....**

Seeking to establish myself as a senior finance person in an organization where I can utilize my skills and knowledge to manage multiple tasks simultaneously, keeping in view the rules and interest of the organization.

### **Career Aims...**

I am looking forward to acquire position in a reputed organization by working in any kind of challenging situations. My aim is to work assiduously towards achievement of organizational goals. Thereafter, in the long-run I want to see myself as the CFO and CEO of the company.

### **Personal Profile.....**

- Able to relate and create trust in all
- Excellent communication skills
- Good interpersonal skills

### **Educational Qualification.....**

<b>Year</b>	<b>Institute</b>	<b>Degree</b>	<b>Specialization</b>	<b>Marks/Grade</b>
2011 - 2013	Globsyn Business School	MBA (PGPM-Post Graduate Program in Management)	Finance	6.38/9
2009	University of Calcutta	B.Com (Gen.)	--	50%
2006	Calcutta Boys' Pre- University	I.S.C (12 <sup>th</sup> )	Commerce	61%
2004	Calcutta Boys' School	I.C.S.E (10 <sup>th</sup> )	--	66%

### Projects done during PGPM / MBA

**MARKETING MANAGEMENT-I:** The project precisely involved getting the idea of various strategies adopted by different players in the education industry. It included Porter's Five Forces, different marketing strategies, the product hierarchy concept, differentiation and positioning strategies, new product categorization, pricing objectives and methods, distribution and promotional strategies.

**ORGANIZATIONAL BEHAVIOUR:** The project was done with a view to have an idea of Organizational Structure. We interviewed company employees to get a clear and distinct view about their organizational structure and then we drew up a comparison among them.

**FINANCIAL ACCOUNTING:** The project basically contains a research work done on IFRS (International Financial Reporting Standards), its merits and demerits, comparison between IFRS and GAAP. Our topic was –'How inventory is reported on the balance sheet under IFRS.

**INFORMATION TECHNOLOGY:** This project was done to get a detailed view of the BPO as well as the KPO scenario in India, their benefits and differences.

**BUSINESS RESEARCH METHODS:** This project was conducted to get a clear view about data collection techniques, sampling design and sampling methods. Our topic was "Survey on milk and milk products." We had to collect data directly from different vendors and customers.

**PROJECT MANAGEMENT:** This project was conducted mainly to find out what were the processes and phases involved in the construction of an airport. A detailed study was done regarding the work breakdown structure (WBS), constraints, scope of construction of the Rajiv Gandhi International Airport.

**LOGISTICS AND SALES FORCE MANAGEMENT:** This project was conducted mainly to relate some concepts of sales like telecalling, personal selling, AIDA concept, sales motivation and sales territory from certain instances of movies.

**INVESTMENT AND PORTFOLIO MANAGEMENT:** This project was mainly conducted to find out expected return, beta of a portfolio of five stocks from their last five year share price data and what is the percentage an investor of 'co-efficient of risk aversion'(A) would put into risky asset portfolio and risk-free assets.

### Computer Literacy.....

- Microsoft office Word, Excel, PowerPoint
- Tally 9.0

### Current Job Experience .. 1 .. NMC HEALTHCARE GROUP (UAE)

- Presently working in Finance Department. (Previously worked with four units of NMC in UAE)
- Total tenure: October 4<sup>th</sup> 2014 till present.
- Current Designation: Accounts Executive

**Current Job Accountabilities in NMC Speciality Hospital, Abu Dhabi , (NMC HEALTHCARE GROUP)**

- Managing, handling and accounting all cash transactions of the entire hospital, (three accounting books, i.e ; NMC Specialty Hospital, New Pharmacy Company and NMC Royal Medical Centre – Thiqa Clinic.). Also other accounting works as and when required.

**Current Job Accountabilities in NMC Opco / Assetco\_Corporate , (NMC HEALTHCARE GROUP)**

- Managing, handling and accounting all bank receipt transactions of all units of entire NMC HEALTHCARE GROUP.
- Checking and verifying bank credit transactions from different bank statements.
- Posting receipts entries, credit transactions for more than 25 bank accounts.
- Recording and accounting any missed unaccounted receipt transactions in the month end closing as well.
- All Bank receipts Approval in new FA, i.e; send for Approval in Healthcare as well as all individual unit books.
- Manual bank payment entries in new FA for three units , namely (Provita, Cytomed and Americare) , as and when required especially during month-end closing.
- Any other treasury/banking related entries to be passed in FA , as and when required especially during month-end closing.
- Handling Opco and Assetco. books cash as well as cash transactions in FA , during absence of head office cashier , as and when required along with bank receipt work.
  
- Managing the entire cash transactions of NMC Healthcare. (Opco and Assetco.)
- Head cashier for NMC Heathcare , with almost 20 units under co-ordination.
- Alternatively handled two units cash books. (Corporate and unit)

**Job Accountabilities in NMC Day Surgery Centre, (NMC HEALTHCARE GROUP)**

- Managing, handling and accounting all cash transactions of the entire hospital/unit
- Reconciling bank statements, receivables, head office accounting books with unit books
- Local creditors payment advice, urgent requests and advances, etc.
- Preparing hospital revenue analysis report and reporting to the hospital administrator as well as finance manager.
- Passing Journals as per the financial books adjustment and requirement.
- Dealing with the payment of corporate health check-up/medical companies which are into a treatment contract with the hospital.
- Overall handling the Finance.

**Job Accountabilities in NMC Royal Hospital, Khalifa City (NMC HEALTHCARE GROUP)**

- Managing, handling and accounting all cash transactions of the entire hospital.
- Performing other responsibilities other than cash as per management requirement. Eg. (JV's , Purchases and certain reports as well).

**Job Accountabilities in NMC Corporate , (NMC HEALTHCARE GROUP)**

- Managing, handling and accounting all cash transactions of the entire NMC Healthcare, (four accounting books, NPCL, NMC Corporate, NMC Specialty Hospital, NMC Trading LLC.)

**Job Accountabilities in NMC Dubai Speciality Hospital, Dubai, Al Nahda (NMC HEALTHCARE GROUP)**

- Insurance claims billing and submission online

**Previous Job Experience.....2**

Worked in MS Dynamics Navigation software, NAV.

Organization: G P Tronics Pvt. Ltd, Kolkata, India.

Tenure: March 16<sup>th</sup> 2010 to September 20<sup>th</sup> 2011

Designation: Accounts Executive

**Job Accountabilities in G P Tronics Pvt. Ltd.....**

- Managing, handling and accounting all cash transactions.
- Reconciling bank statements.
- Disbursing of payments in cash and cheque to various creditors.
- Partly e-waybill handling and e-taxation.
- Looking after receipts from debtors.

**Previous Job Experience.....3**

Worked in Maximo Software, Excel, Word

Organization: IBM (BCS) Pvt. Ltd, Kolkata, India.

Tenure: September 1<sup>st</sup> 2009 to February 22<sup>nd</sup> 2010

Designation: Facilities Helpdesk Executive

**Job Accountabilities in IBM (BCS) Pvt. Ltd.....**

- Handling IBM client calls
- Solving their problems by our vendors
- Updating the same in Maximo Software
- Issuance of Job Sheet to Vendors on Job completion of clients
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**Competency Level by Individual.....**

- Good communication skills
- Quick learner
- Ability to handle pressure

**Hobbies....**

- Music
- Sports and Games
- Movies

**Personal Details.....**

Visa Status : Company Employment / Resident Visa

Visa period : 28-12-2023 to 27-12-2025

Date of Birth : 21<sup>st</sup> December 1987

Nationality : Indian

Languages Known : English, Bengali and Hindi

I do hereby, declare that the above-mentioned details are true to the best of my knowledge.

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(Signature)