

BISWADEEP GUHA

Accounts Receivable- Billing Executive

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KNOWLEDGE PURVIEW

OTC (Order-to-Cash) Billing & Accounts Receivable

Accounts Receivables

RTR (Record-to-Report) Processes

FP&A (Budgeting & Forecasting)

Customer Invoicing & Billing Discrepancy Resolution

Customer Purchase Order & Dispute Resolution

Financial Reporting & Data Accuracy

Audit Compliance & Process Governance

SLA & KPI Optimization

Escalations Management

MS Excel (VLOOKUP)

Documentation & Data Integrity Management

Cross-Functional Coordination

Client Relationship Management

Compliance and Regulatory Frameworks

Portal Validation

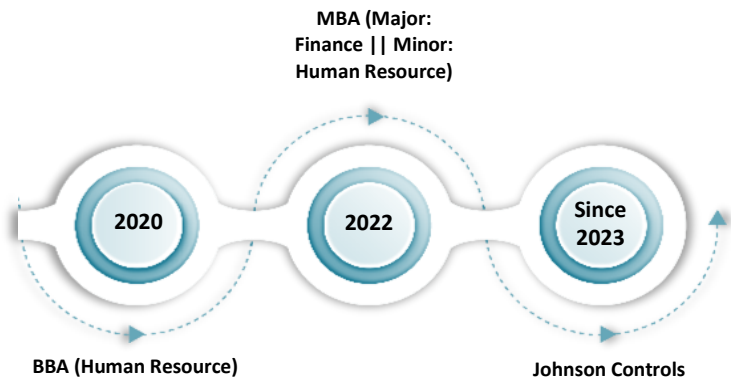


PROFILE SUMMARY

- » **Results-Driven Finance & Accounting Professional** with **2.5 years** of experience, willing to target roles in **OTC Billing, Accounts Receivable, RTR & FP&A processes**.
- » Currently working as a **Billing Analyst & Auditor at Johnson Controls Ltd.**, managing end-to-end billing operations including invoice generation, discrepancy resolution, financial reporting & audit support. Successfully implemented a new billing verification process that led to a **99% reduction in billing discrepancies**, significantly improving the accuracy of customer invoicing and enhancing overall operational efficiency.
- » Recognized for **maintaining data integrity, accuracy & process efficiency**, with proven capability to collaborate with cross-functional teams in sales, finance & customer service.
- » Backed by an **MBA in Finance with distinction** and strong expertise in **financial analysis, reporting & dispute resolution**, demonstrating a balance of technical acumen & interpersonal skills to deliver impactful results.
- » Comprehensive expertise in **financial software & billing systems**, facilitating effective data management & reporting functions that align with organizational goals.
- » Earned recent accolades for significant contributions to the billing department by **successfully establishing a new reporting framework** that enhanced visibility into outstanding invoices, resulting in a **96% boost in collections**.
- » **Exhibited outstanding leadership capabilities** by cultivating a collaborative team atmosphere through strong communication & adept conflict resolution techniques.
- » **An effective communicator with innate capability to manage & prioritize tasks** in high pressure, possess analytical thinking and strong innovative & problem-solving capability.



CAREER TIMELINE



SOFT SKILLS



Planner



Change Agent



Innovator



Collaborator



EDUCATION

2022: MBA (Major: Finance || Minor: Human Resource) from International School of Management Studies, Savitribai Phule Pune University.

2020: BBA (Human Resource) from Tulas Institute of Engineering & Management, Uttarakhand Technical University.



CAREER PROGRESSION & RECOGNITION



Joined Johnson Controls, Pune as a **Post Graduate Management Trainee on 28th February 2023**, gaining comprehensive exposure to core business operations.



Promoted to Grade-166, Executive in March 2024 after successfully completing a rigorous one-year training program, demonstrating strong performance and adaptability.



Recognized for **proactive learning, efficiency & accuracy**, earning appreciation for consistently delivering quality outcomes.



WORK EXPERIENCE

Feb'23 to Present: Johnson Controls, Pune

As Accounts Receivable- Billing Executive

Customer Invoicing & Revenue Assurance

- » Prepared and generated accurate customer invoices aligned with sales orders, contracts, and service agreements, ensuring timely revenue recognition.
- » Ensured precision in pricing, discounts, and quantities before invoice dispatch, eliminating revenue leakage and billing errors.

Billing Validation & Compliance

- » Reviewed and verified supporting documents to validate billing details, maintaining compliance with internal policies and contractual terms.
- » Investigated and resolved billing discrepancies related to pricing, quantities, and contract terms by collaborating with sales, customer service, and finance teams, ensuring seamless dispute resolution.

Cross-Functional Collaboration & Stakeholder Management

- » Communicated effectively with internal stakeholders (sales, customer service, finance) to address billing-related queries, fostering transparency and faster issue resolution.

Data Accuracy & System Management

- » Maintained and updated customer and billing data in the billing system, ensuring records were accurate, up to date, and audit-ready.

Reporting & Financial Insights

- » Prepared regular and ad hoc reports on billing activities, revenue streams, and outstanding invoices, supporting data-driven financial decision-making.

Month-End Closing & Team Support

- » Assisted and supported team members during month-end closing cycles, ensuring timely completion of billing operations and smooth financial reporting.



INTERNSHIP

Jul'21 to Sep'21: Vibgyors Advisors

As Intern



PERSONAL DETAILS

Date of Birth: 1st March 1995

Languages Known: English, Bengali & Hindi

Address: West Bengal- 734006