

ANUBRATA ROY

TAX SUPPORT ASSOCIATE

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- **Languages:** Bengali, Hindi, English

SUMMARY

Detail-oriented accounting and finance professional with 2 years plus of experience in financial reporting, budgeting, and account reconciliation. Used to managing accounts payable/receivable, preparing accurate financial statements, and ensuring compliance with regulatory standards. Proficient in [specific tools, e.g., Tally, SAP, or Excel] and adept at streamlining processes to improve efficiency. Strong analytical and problem-solving skills with a proven ability to meet tight deadlines and deliver actionable insights to support business decision-making.

KEY SKILLS

Communication and interpersonal skills	Adaptability and ability to work under pressure	Analytical thinking with a proactive approach to problem-solving
Strong organizational and time-management abilities	Effective teamwork and collaboration across departments	Commitment to ethical practices and maintaining confidentiality

PROFESSIONAL EXPERIENCE

PrediQt, Tax Support Associate

April 2023 - Present

At PrediQt, the Level 1 (L1) Support Team of PwC India, particularly within the Operations Center, plays a crucial role in maintaining the security and integrity of clients' information systems. As an Associate in the L1 Support role, my responsibilities would typically include:

- **Monitoring Security Alerts:** Continuously observing security dashboards and systems to detect potential anomalies.
- **Incident Identification and Analysis:** Recognizing and assessing incidents to determine their nature and potential impact.
- **Initial Incident Response:** Taking immediate actions to contain and mitigate identified the problems, following established protocols.
- **Escalation:** Communicating complex or severe incidents to higher-level support teams (L2/L3) for further investigation and resolution.
- **Documentation:** Maintaining detailed records of incidents, actions taken, and outcomes to support continuous improvement and compliance requirements.
- **Collaboration:** Working closely with other team members and departments to ensure a coordinated approach to management to help clients in filling through PwC's ASP & E-Invoicing solution.
- **Continuous Learning:** Staying updated with the latest GST, direct & indirect tax calculations, ASP & E-invoicing tools other projects, and best practices to effectively respond to emerging queries.

Marriott International, Accounts Intern plus Associate

Jun 2022 - Mar 2023

- Highly organized and detail-oriented finance and operations professional with expertise in daily revenue reporting, invoice processing, and compliance. Skilled in GST reconciliation, inventory management, and procurement processes, ensuring operational accuracy and regulatory adherence. Proficient in tools like Birch Street, PeopleSoft, and MI-BOT software, with a proven ability to manage excise registers, liquor sales reporting, and perpetual inventory for the hospitality sector. Adept at cash clearing, audit reconciliation, and preparing comprehensive financial reports to support decision-making. Strong multitasker with a focus on maintaining efficiency and accuracy in high-paced environments.

HIGHEST EDUCATION & ADDITIONAL INFORMATION

UNIVERSITY OF CALCUTTA (SDBI COLLEGE)

2017-2020

- BACHELOR OF COMMERCE (B.COM)
- **Certifications:** Diploma in Financial Accounting (2020), Diploma in Software Applications (2016)