

RAJARSHI BERA

Kolkata, West Bengal

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IBC & INSOLVENCY EXPERIENCE

S M A R T & Co. (Apr 2023 – Sep 2024)

- Filed insolvency claims of Financial Creditors under the Insolvency and Bankruptcy Code, 2016
- Assisted in CIRP documentation and compliance, including collation and verification of claim records
- Regularly corresponded with Resolution Professionals and stakeholders in IBC matters
- Maintained case records, supporting documents, and compliance-related files

FINANCIAL & COMPLIANCE EXPOSURE

- Assisted in preparation and filing of Income Tax Returns
- Supported preparation of Balance Sheets and Financial Statements
- Attended Internal Audit of a manufacturing concern
- Assisted in Stock Audit of an FMCG distribution entity

COMMERCIAL DOCUMENTATION

- Drafted Lease, License, and Rental Agreements
- Assisted in review and formatting of commercial documents

EDUCATION

BBA LL.B. (Specialization in IPR) — KIIT School of Law, Bhubaneswar (2022)

KEY SKILLS

IBC claims filing & CIRP support | RP and stakeholder coordination | Compliance & documentation management | Basic understanding of financial statements | Professional email correspondence

TOOLS

MS Word | MS Excel (Basic) | Tally (Basic)

LANGUAGES

English | Hindi | Bengali