

RAJDEEP BHAMMAR

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🎯 PROFESSIONAL HEADLINE

Senior Accountant | Financial Analyst | ERP & MIS Expert | AI-Enabled Finance Professional

🧠 PROFESSIONAL SUMMARY

Results-driven Accountant with **11+ years of experience** in Government Healthcare Finance and Operations. Expertise in **budgeting, compliance, audits, and ERP systems (IFMS, Tally)**.

Highly skilled in **Advanced Excel, MIS reporting, and data-driven financial decision-making**. Proactively leveraging **AI tools (ChatGPT, Google Gemini)** to automate reporting, enhance productivity, and improve financial insights.

Proven track record of managing **multi-location funds, ensuring 100% compliance, and optimizing financial processes**.

🚀 KEY SKILLS

- Financial Accounting & Reporting
- Budgeting, Forecasting & FP&A
- GST, TDS & Tax Compliance
- Internal & External Audits
- MIS Reporting & Financial Analysis
- Advanced Excel (Pivot, VLOOKUP, Power Query, Dashboards)
- Data Visualization (Power BI – Basic)
- ERP Systems (IFMS, Tally Prime, SAP FICO – Basic)
- Payroll & Vendor Management
- Cost Control & Profitability Analysis
- Process Automation & Digital Accounting
- AI Tools in Finance (ChatGPT, Google Gemini)
- Government & Healthcare Finance
- Strong Analytical & Problem-Solving Skills

👛 PROFESSIONAL EXPERIENCE

Accountant & Administrator

Department of Health & Family Welfare, Govt. of Gujarat

📅 May 2015 – Present

💡 Key Achievements

- Managed financial operations for **6+ Health Centers & 15 Committees**
- Achieved **100% audit compliance** with zero discrepancies

- Improved reporting efficiency by **25% using ERP (IFMS)**
- Managed **high-value government funds (crores level)**
- Contributed to **7-time NQAS certification achievements**

◆ Responsibilities

- Budget planning, fund allocation & expense tracking
- GST/TDS compliance and statutory reporting
- MIS reporting to state-level authorities
- Audit preparation & internal control implementation
- Payroll processing & vendor management
- Financial data analysis using Excel dashboards

◆ AI & AUTOMATION USAGE

- Used ChatGPT for **report drafting, financial summaries & automation ideas**
- Leveraged Google Gemini for **data insights & documentation**
- Automated routine MIS reports using **Excel + AI workflows**
- Reduced manual effort and improved productivity

PROJECTS

Financial Dashboard (Excel / Power BI)

- Developed automated dashboard for **expense tracking & budget monitoring**
- Enabled **faster and data-driven decision-making**
- Improved financial visibility using visualization tools

EDUCATION

Bachelor of Commerce (B.Com)

Bhavnagar University

CERTIFICATIONS

- Tally Prime Certification
- Advanced Excel for Financial Data Analysis
- NQAS Certification (7-Time Recognition)

TECHNICAL SKILLS

- **Software:** Tally ERP 9, Tally Prime, MS Excel, IFMS
- **Tools:** Pivot Tables, Power Query, Dashboards
- **AI Tools:** ChatGPT, Google Gemini
- **Systems:** Government Health Portals

ADDITIONAL STRENGTHS

- Strong analytical and decision-making skills
- Ability to manage large financial datasets
- Experience in government and healthcare sector
- Continuous learning mindset (AI & Digital Tools)