

GAURAV PATHAK

[Kolkata, India](#) • hello@gauravpathak.me • [linkedin.com/in/gauravpathak28](https://www.linkedin.com/in/gauravpathak28) | www.gauravpathak.me

MBA in Finance and IIM-certified in Operations Management with 4+ years' experience in finance, operations, HR and compliance. Proven ability to streamline processes, optimize costs, and manage cross-functional teams. Skilled in financial analysis, governance, and data-driven decision-making. Seeking to leverage expertise in strategy, finance transformation, and operational efficiency.

PROFESSIONAL EXPERIENCE

FLUTRR

Kolkata, India

Business Operations & Finance Manager

Feb 2023 - Present

- **Orchestrated end-to-end statutory compliance**, including board/committee minutes, and resolutions, ensuring 100% accuracy in regulatory filings.
- **Partnered directly with the CEO** to provide strategic financial updates and managed Investor Relations dashboards and reporting for management communications.
- **Managed corporate finance operations**, including bookkeeping, MIS preparation, and bank reconciliations, while leading coordination with external auditors.
- Independently **directed office administration and facility logistics**, supervising a team of 2 executives to ensure seamless day-to-day workplace functioning.
- Executed month-on-month **payroll processing with zero discrepancies**, managing salary structuring and attendance inputs for the entire workforce.
- Spearheaded vendor management and procurement lifecycle, including onboarding, negotiations, and service performance monitoring to **optimize cost controls**.
- Facilitated legal and regulatory coordination, managing registries, notary processes, and statutory license renewals to **ensure uninterrupted business operations**.
- **Standardized KRA documentation and handover protocols** for departing employees, securing 100% knowledge transfer and business continuity.

AARAV ENTERPRISES

Kolkata, India

Assistant Accountant

Aug 2021 - Oct 2022

- Processed and recorded 2,500+ vendor invoices, maintaining **timely payment cycles** and fostering strong vendor relationships.
- **Identified discrepancies and cost leakages** during accounts reconciliation, resulting in annual savings of approximately ₹3.5 lakhs.
- **Automated core segments of payroll and accounting workflows**, reducing manual processing time by nearly 40%.
- Supported statutory filings and audit requirements, ensuring **zero instances of non-compliance** through rigorous record maintenance.

OYO

Kolkata, India

Data Auditing Intern

July 2019 - July 2019

- **Conducted data and physical audits** of 1,100+ contracted hotel rooms to validate contractual and operational compliance.
- **Identified and reported 35+ fraudulent cases**, significantly strengthening internal controls and contract enforcement.
- **Achieved a productivity benchmark** by auditing 350+ rooms per day, consistently meeting aggressive field targets.

EDUCATION

INDIAN INSTITUTE OF MANAGEMENT RAIPUR

Raipur, India

Post Graduate Executive Certificate Program; Major in Operations Management

2023 - 2024

CHANDIGARH UNIVERSITY

Mohali, India

Master of Business Administration; Major in Finance

2022 - 2024

CALCUTTA UNIVERSITY (BESC)

Kolkata, India

Bachelor of Commerce with Honors; Major in Accountancy, Minor in Finance

2018 - 2021

LEADERSHIP & ACTIVITIES

- Past President, Rotaract Fraternity (Rotary International) — Led projects impacting 500+ beneficiaries.
- Volunteer, Leo Club Fraternity (Lions Club International) — Organized financial literacy workshops for youth.

CERTIFICATIONS & SKILLS

- Certifications: IIM Raipur – Ops Mgmt., Tally Ace, MIS Professional (MS Excel, Power BI, Word)
- Skills: Financial Analysis, Strategy & Transformation, Compliance, Operations Optimization, Stakeholder Engagement, Facility Management, Administration, HR.
- Languages: English, Hindi (native), Bengali (conversational).