

CURRICULUM VITAE

Ajit Narayan Panda

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CAREER OBJECTIVES

Seeking Executive level assignments Finance and Accounts with growth oriented organization. Willing to learn and work as a team member in a changing and creative environment.

PROFILE & SKILLS

- Accounting (Trail Balance, Profit & Loss, Balance Sheet, Bank Reconciliation, etc.), Taxation, Audit Financial Statement Finalization & Financial Planning and Co-ordination.
- A dynamic professional with over 6 years of cross functional experience in Accounts, Taxation, Internal & Statutory Audit.
- Knowledge in procedures involved in statutory compliances relating to Taxations (TDS, Income Tax Scrutiny & Goods and Service Tax).
- Skilled at preparing Final Accounts & other financial statements.
- Coordinating with vendors, bankers etc. for smoother operation.
- A team player believes in maintaining healthy relationships & excellent work environment.

PROFESSIONAL EXPERIENCE

Current Employer : Global Adsorbents Pvt. Ltd.

Position Held : Accounts Executive

Duration : MAY 2018 Onwards

Responsibilities:

- Responsibilities for entire Accounting / Document management & Recording of expenses & purchases and materials Delivery.
- **Account Payable: -**
 - * Verifying of Venders Bill (with all supporting Documents like PO, GRN & Invoice).
 - * Payment processing for suppliers on time to time as per the credit terms.
 - * Having smooth combination with Venders.
 - * Greeting the confirmation of accounts from vendors periodically.
- **Account Receivable: -**
 - * Co-coordinating with clients of getting the payment against sale.
 - * Any other Responsibilities against client given from Marketing Departments.

- **Inventory Management: -**
 - * Inventory Valuation for Raw material & Finished goods.
 - * Ensuring the inventory transaction values posting to accounts.
 - * Preparation of Stock Summary on monthly basis.
- **Statutory: -**
 - * Preparation of GST (GSTR-1 & GSTR-3B) & TDS filling and TDS reconciliation as per Income Tax Sections.
 - * Reconciliations GSTR-2A with Books of Accounts on monthly and quarterly basis.
 - * Handling Income Tax Scrutiny Matters.
- **Other Responsibilities: -**
 - * Salary checking of all employees.
 - * Handle banking work & monthly bank reconciliation of company.
 - * Responsible for the Maintenance of Books of accounts.
 - * Create monthly MIS report.
 - * Doing all adjustments entries of accounts and branch transfer in Tally ERP 9.
 - * Prepare up to date excel sheet of all contractor.

Previous Employer : MARP & Associates Chartered Accountants

Position Held : Account cum Audit Assistant

Duration : January 2014 to March 2018

Responsibilities:

- Supporting all type of Audit Works.
- Prepare of Receipt & Payment Account, Trading Account, Profit & Loss Account and Balance Sheet Drafting according to accounting rules.
- Prepare the scheduled, Depreciation account and Annexure.
- Prepare the Bank Reconciliation Account.
- Preparation of Final accounts & CMA data for financing of clients.
- Preparation the E-TDS on JAVA Software of various sections.
- Maintain Daily Office Cash book.
- Prepare Income Tax Filling and Computation of Taxable income, (Company & Other than Companies).
- Carrying out Reconciliation of Vendor Ledger, Tax Calculation, and filling of ITR.
- Responsible for reconciliation of indirect taxations like Excise, VAT & Service Tax with respective departments and looking after accounting of the same in books of accounts.

EDUCATIONAL CREDENTIALS

- Graduation (B.COM) Fakir Mohan University, Odisha 2011-12
- Class 12th (COMMERCE) from C.H.S.E, Odisha 2008-09
- Class 10th from B.S.E, Odisha 2006-07

PROFESSIONAL CREDENTIALS

- Diploma with Accounting packages from PROMAC Computers Institute of Hyderabad.
- Diploma in Tally 7.2, Tally 9.0 & Tally ERP 9 from Institute of Cost & Management Accountant in Kolkata.

PERSONAL DETAILS:-

Father's Name	:	Mr. Bhagirathi Panda
Mother's Name	:	Mrs. Basanti Panda
Date of Birth	:	01-05-1992
Nationality	:	Indian
Marital Status	:	Single
Present Address	:	175, B.B. Ganguly Street, Rainbow Club, Residential Boarding House, Kolkata West Bengal - 700012

DATE: -

PLACE: - Kolkata

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