

Ranjeet Jena

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Career Objective:

To obtain a long-term career with an organization this provides good opportunity for enhancement of professional and personal status. I firmly believe in the principle of implementing my duties with dedication and determination.

Work Experience: 2.9 years

Current work experience in Infosys BPM as process specialist (Fixed Asset) from 12th March 2020.

Job Roles:

Handling Asset transfer, Disposal, Addition, Capitalisation, JE preparation & keeping tracker, Reporting to supervisor, working in outlook queries, reporting to POC after finishing work & also asking for approval mail to process further. Closing month-end activities.

Accenture Solutions as PTP (P2P) process from December 19th 2018 to November 30th 2019.

A result oriented professional with **16 Months** of experience in Accounts & Finance. Working as Accounts Executive for Tally Solutions at **Greet Technologies Pvt. Ltd.** from **April 2017** to **September 3rd 2018**.

Job profile: Accenture:

PTP Experience:

- Attaching po & non po invoices using oracle with GST & TDS implications.
- Processing po & non-po invoices for payments.
- Supporting GST&TDS transactions.
- Working on comment & request

invoices.

- Checking mails, reassigning invoices to working folder using kofax tool.
- Follow up locations for more information.
- Working on e-mails queries & providing reports.
- Working on recycle bin & clearing working folders.
- Maintain relationships with vendors assuring that documentation is properly maintained from receipt till payment.
- Maintaining month end closing procedures.
- Provide supporting documents to payment teams.

Greet

Technologies:

Maintaining Books of Accounts for the Day to Day Business Transactions in Tally.ERP9 Software which affect Trial Balance, P & L A/c, Balance Sheet, Receipts & Payments and Tax return filing as GST & TDS.

- Posting & preparing reports on accounts payable and accounts receivable.
- Timely delivery of bills to the Clients.
- Preparing cheque , cash and bank vouchers.
- Handling Bank Reconciliations Statements.
- Analysis of available report, handling mail boxes and addressing the clients related queries.
- Maintaining database of purchase, sales, payment receipt and journal vouchers.
- Oversee the finalization of accounts and maintenance of General ledger.
- Troubleshooting of GST filing & other Tax return filing.

Profile Snapshot:

- Well acquainted with the computerized environment in Accounts & Finance with specialization in Tally Package, MS Office suite and Internet.
- Hands on experience in Oracle, Tally ERP & well known SAP.

Educational Qualification:

BACHELOR OF COMMERCE (B.COM) from Fakir Mohan University.

Computer Skills:

- Application: **Tally 7.2, Tally 9, Tally ERP9.**
- MS office.
- Successfully participated in Tally.ERP9 training.
- **SAP ECC 6.0 EHP5.**

Qualitative Skills:

- Quick learner.
- Willingness to learn new concepts.
- Self-motivation and positive attitude.
- Flexible to Work in rotational shifts.

Personal Details:

Father's Name : Ananta Prasad Jena

Marital Status : Single

Date of Birth : 5th Feb 1992

Languages Known : English, Hindi, Bengali, Odia

Passport Number : **Z4526471**

DECLARATION

I hereby declared that the information furnished above is true to the best of my knowledge. I hope that my skills meet your requirements.

Place: Bangalore

Ranjeet Jena