



## Aditya Kumar Padhy

+91-7847811170 padhyadityakumar3@gmail.com Brahmapur, Odisha

### Professional Summary

Detail-oriented and highly organized **finance enthusiast** with a **strong understanding of accounting principles and financial documentation**. Skilled in **managing accounts payable/receivable, tax compliance, and financial reporting**. Proficient in **MS Excel and accounting software**, with a keen eye for accuracy and compliance in financial transactions.

### Relevant Skills

#### Accounts Payable & Receivable

Monitoring, reconciling, and managing financial transactions.

#### Payroll & Compliance

Assisting in payroll management while adhering to statutory tax regulations (GST, TDS, etc.).

#### Inventory & Asset Management

Maintaining records of stock, assets, and financial forecasting.

#### Billing & Invoicing

Ensuring accurate and timely invoice processing while resolving discrepancies.

#### Financial Reporting & Analysis

Preparing monthly and annual reports for decision-making.

#### Attention to Detail & Accuracy

Strong ability to handle large volumes of financial data with precision.

### Academic Qualification

#### B.Tech in Civil Engineering,

Kalam Institute of Technology - Biju Patnik University of Technology

2020 – 2024 | Brahmapur, Odisha

#### Intermediate,

Gyana Vikash Higher Secondary School - CHSE, Odisha

2018 – 2020 | Brahmapur, Odisha

#### Matriculation, Board of secondary Education, Odisha

2017 – 2018

## Professional Experience

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**SJ Contracts Pvt. Ltd., Graduate Engineer**

pune, India

Even as a **fresher in formal accounting roles**, I have developed **strong financial and analytical skills** through **industry exposure**;

### Financial Documentation & Reporting

- Managed structured **data entry, record-keeping, and report generation**, ensuring compliance with accounting standards.

### Tax Filing & Compliance Awareness

- Gained **basic knowledge of GST, TDS, and Indian tax regulations** through work and industry exposure.

### Accounts Payable/Receivable & Budgeting

- Hands-on practice in **managing ledgers, reconciling accounts, and assisting in budget planning**.

## Languages

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English

Hindi

Odia

## VALUES I BRING TO THE ORGANIZATION

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- **Financial Accuracy & Compliance:** Ensuring **error-free transaction processing** and adherence to policies.  
*Result: Reduces financial risks and ensures smooth audits.*
- **Analytical & Problem-Solving Approach:** Strong ability to **identify discrepancies and optimize processes**.  
*Result: Improves efficiency in financial management and reporting.*
- **Data Management & Reporting:** Skilled in handling **financial data, generating reports, and providing insights**.  
*Result: Helps management make informed financial decisions.*
- **Commitment to Learning & Growth:** Eager to adapt to **new accounting tools and evolving financial regulations**.  
*Result: Enhances expertise and contributes to continuous improvement in accounting practices.*

## Declaration

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I hereby declare that the information provided is true to the best of my knowledge.

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**Aditya Kumar Padhy**  
Brahmapur, 29-01-2025