

CURRICULUM VITAE

Ph: +91-9824771252

Email: san_panigrahi@yahoo.co.in

SANTOSH KUMAR PANIGRAHI

Career objective:

To seek a career as an officer in a growth oriented, reputed organization where knowledge and skills are enriched and be a part of the team that dynamically works towards the success and growth of the organization and self.

PROFESSIONAL WORK EXPERIENCE

- **Senior Accountant | Chakadola Polymers Private Limited, Berhampur, Odisha | April 2023 - Present**
 - ❖ Managed the company's financial activities, ensuring accurate and timely recording of transactions, and maintaining up-to-date financial records.
 - ❖ Managed the full accounting cycle, including accounts payable, accounts receivable, general ledger, and month-end close processes
 - ❖ Prepared, reviewed, and analyzed financial statements, balance sheets, and income statements to ensure accuracy and compliance with accounting standards.
 - ❖ Conducted thorough reconciliations of bank statements, vendor accounts, and customer accounts, identifying and rectifying discrepancies.
 - ❖ Managed payroll processing, calculating employee salaries, benefits, taxes, and deductions accurately and in compliance with regulations.
 - ❖ Led the preparation of various tax returns, like Gst, Tds .
 - ❖ Conducted periodic internal audits to assess financial controls, identify risks, and implement corrective measures to safeguard company assets.
 - ❖ Collaborated with external auditors during the annual audit, providing necessary documentation and explanations to ensure a smooth audit process.
 - ❖ Prepared and filed monthly, quarterly tax returns, ensuring compliance with all relevant regulations
- **Asst.Manager| Power Mech Projects Limited, Talcher, Odisha | December-2010 To August-2021.**
 - ❖ Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
 - ❖ Maintain Book of Account In SAP& Tally Erp.9.

- ❖ Monitor and review accounting and related system reports for accuracy and completeness.
- ❖ Maintaining & Analyzing Employee Loan & Details.
- ❖ Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- ❖ Prepare of Journal Vouchers, Bank Payment Vouchers, and Cash Payment Vouchers, Contra Vouchers & Cheque Receipt & Payment Vouchers.
- ❖ Account Receivable & Account Payable.
- ❖ Preparing Sales Invoices and Submitting in time.
- ❖ Invoice Verification, Payment & Receipt of Invoice.
- ❖ Prepare Creditor/Debtor's reconciliation statements.
- ❖ Calculate Bonus, Leave Encashment, PT Tax, E.s.i & Provident fund.
- ❖ Preparing pay sheet & payslip in time & distributed salary to staff & workers
- ❖ Prepared monthly, quarterly, and annual financial statements

Academic Qualification:

- ❖ MBA (Finance) from Dayananda Sagar Institution, Bangalore, 2007-09.
- ❖ B.com from Berhampur University, Orissa, 2003-06.
- ❖ +2 Commerce from Council of Higher Secondary Education, Orissa, 2001-03.
- ❖ HSC from Board of Secondary Education, Orissa, 2001

Computer Skills:

- ❖ Proficient in Type Writing.
- ❖ SAP-FICO TRAINING FROM POWER MECH PROJECTS LTD.
- ❖ Certificate course Tally.Erp9 & Pay Roll at Tally Academy.
- ❖ Proficient in MS Windows, MS Office and Internet.

Project report:

Project report at Indian rare earth Limited, chatrapur.

- ❖ This Project is about compliance of day to day maintained of accounts and inventory management, Accounting connects project activities with company financials, provides extensive reporting capabilities, helps ensure accurate accounting and billing processes throughout project life-cycles, and streamlines time and expense management.

Personal details:

Name : Santosh Kumar panigrahi
Father Name : Late: Panchanan panigrahi
Date of Birth : 28th May 1986
Sex : Male
Marital status : Married
Category : General
Nationality : Indian
Religion : Hindu
Language known: Oriya, Hindi, English.
Address : At-Ajodhya Nagar-3rd lane, Post: Berhampur
Dist:Ganjam, Odisha-760010.

Strength:

Fast learner, Creative, Goal oriented problem analysis and problem-solving skills & team work.

Weakness:

Can't withstand delay regarding reaching of target.

Declaration

I hereby declare that whatever information provided to is fair and true up to my best knowledge. I think you will accept my application and provide me a chance to work in your esteemed organization. I will be a waiting for your favorable reply as early as possible.

PLACE: Berhampur.

santosh kumar panigrahi

DATE :

Signature