**NARENDRA PANDA Mobile:** +**91-9777508548**,**E-Mail:narendrapanda1992@gmail.com**

***OBJECTIVE***

Intend to establish myself as a professional specializing in field of Accounts & Operational activities thereby enhancing my functional skills in order to face the challenging time ahead. I believe in achieving success through hard-work, commitment and with an eager-to-learn attitude. I enjoy competition, team play and an innovation driven atmosphere. Given a leadership position, strong values, and dynamic culture – I believe it to be a right platform for me to evolve myself as a person. Further, this job would give me an invaluable opportunity to work and observe closely an organization with which I aspire to build a long-term career.

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| ***CAREER OBJECTIVE*** |

Looking for a challenging and responsible position in the field of Accounts and have the flexibility to adapt any new challenges in my day to day work. I have very good knowledge of accounts handling and I can use my creative mind and excellent communication skills for the benefit of the organization. I wish to utilize this experience in an organization as a part of them.

***PRECIS***

* Presently designated as an **Account Officer** with **KOSHAL POLY PACK.**
* Overall **More than Six years of Experience in accounting field.**
* Displayed proficiency in **accounting & operational** activities of the organization.

* **B. Com** from **The** **Utkal University Of Odisha.**

***ORGANISATIONAL EXPERIENCE***

**2. Current Job : Koshal Poly Pack.**

The Annual Turnover of the company for the year 2018-19 is Rs.40 Crore.

Designation : **Accounts Officer.**

Period : May 2019 to Till Date.

**Key Responsibilities :**

* Accounts Payable.
* Accounts Receivable.
* Petty Cash.
* Data Entries.
* GST Return.
* TDS Return.
* Preparation & Distribution of monthly salary & wages.
* Debtors & Creditors ageing.
* Bill appropriation/adjustments.
* Reconciliation of Ledgers.
* Prepaid Expenses.
* Provision & reverse.

**1. Previous Job : Team Ferro Alloys Pvt. Ltd.**

Team Ferro Alloys Pvt. Ltd. is engaged in manufacturing of Ferro Alloys & Cored Wire products & group of 6 units all over India. The Annual Turnover of the company for the year 2018-19 is Rs.335 Crore.

Designation : **Officer – (Accounts & Operation)**

Period : From Oct 2014 to May 2019

**Key Responsibilities :**

* Handling Day To Day Petty Cash.
* Verifying, checking all journal vouchers & putting it in the system.
* Verifying all expenses vouchers & putting it in system.
* Verifying all Purchase bills & putting it in system.
* Preparation of cheques & make all bank payment entries as well.
* Inter unit reconciliation as well as making proper control on this.
* Preparation & Distribution of monthly salary & wages through Cash & Bank.
* Monitoring of accounts receivable and accounts payable.
* Preparation of debtors & creditors ageing report on monthly basis.
* Bill appropriation.
* Reconciliation of Ledgers.
* Monitoring in the conduct of Internal, External & Statutory audit as well.
* TDS working & return as well.
* Service Tax working & return as well.
* GST Working (GSTR-1, GSTR-2 & GSTR-3B).
* Preparation of Prepaid Expenses Chart & Put Entry in System Monthly.
* Preparation of monthly provision & make them reverse.
* Make Purchase Order as per requirement for purchase department.
* Preparation of Indent, Gi & Grn for Store Dept.

***EDUCATION***

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| Certificate/Degree | Board | Year | Class |
| M.P.B.M. (Account & Finance) | IIMT STUDIES | Mar 2019 | 66 % |
| B.COM | UTKAL UNIVERSITY | April 2013 | 60 % |
| C.H.S.E. ODISHA (12TH) | F.M. UNIVERSITY | Mar 2010 | 60 % |
| B.S.E. ODISHA (10TH) | B.S. HIGH SCHOOL | Mar 2008 | 49 % |

***COMPUTER LITERACY***

* SAP- MM Module.
* ERP - Nexus & Orizer.
* MS- Excel, Word, Outlook Express, Email

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| ***PERSONAL SKILL*** |

* Creative, technical, analytical & hardworking.
* Thrive in both independent & collaborative work environments.
* Quick learner, with an ability to rapidly achieve organizational integration.

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| ***Package in CTC*** |

* Current Salary : Rs. 3,60,000/- per annum
* Expected Salary : Negotiable

***PERSONAL DETAILS***

Date of Birth : 12/06/1992

Address : Valram Sagar Residency, At.Po.Dungra, Nakhua's Residency

Dadri Mora, Dungra-396193, Vapi, Gujarat, India.

Languages Known : English , Hindi & Odia.

Marital Status : Single.

Other Contact : 09777508548.

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| ***DECLARATION*** |

I do hereby declare that all the above information’s are true to the best of knowledge and belief.

**(NARENDRA PANDA)**