

PURUSHOTTAM NARAYAN PATHAK

An enthusiastic & high energy-driven professional, targeting assignments in Financial Accounting & Financial Analysis with an organization in Manufacturing Sector

Location Preference: Delhi / Patna

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Profile Summary

- Dedicated professional with experience of **over 4 years** in **Financial Accounting Operations**
- Proficiency in managing financial accounting, receivables & payables, ledger books, bank reconciliations, statements, finalization of accounts and MIS; exposure in cash forecasts and working capital management
- Efficient in preparing financial statements including Trial Balance, Cash Flow Statements, Reconciliation Reports, Profit & Loss Account, Age-wise Accounts Payables & Receivables Statements and Balance Sheets
- Proficient in analyzing the available financial data and representing the analysis in an easy-to-understand manner for the management; expertise in managing tax assessments and filings within stipulated timelines
- Skilled in executing revenue & expense analysis, analyzing financial data and providing management with suggestions for improvement; possess skills in financial analysis such as budget setting, expense variance analysis & financial consolidation
- In-depth knowledge of Finance and Accounting; proficient in working with SAP and Tally



Core Competencies

Financial Accounting
Account Reconciliations
Financial Analysis

Balance Sheet Management
Financial Statements
MIS Reporting

GST Filing & Returns
Reporting & Documentation
Cash Management



Organizational Experience

Since Jun'19

Genpact, Noida as Process Developer - Record to Report

Key Result Areas:

- Managing Cross Border Accounting for Mondelez International; preparing sales commission reports
- Performing reconciliations including Markup Reconciliation, Bank & Investment Reconciliations, General Ledger Reconciliations and Fixed Assets Reconciliations (FA Clearing & SL-GL)
- Managing accounts payable, receivable accounts and preparing annual company accounts & reports
- Creating and booking journal entries; reviewing & performing Month End Closing activities
- Administering Fixed Assets Capitalization & Maintenance and Intercompany Accounting
- Identifying & reconciling items and its clearance



Previous Experience

Feb'16 – May'19

Frost Falcon Distilleries Limited, New Delhi as Accounts Assistant

Key Result Areas:

- Managed daily operations of accounts payable, accounts receivable, business cash & bank receipts, general ledger, expense accounting, purchase accounting, business cash & bank payments
- Maintained and reconciled accounts as well as prepared reports; created, documented, and posted complex journal entries; recorded various transactions and cost allocations; adhered to accounting controls by following policies & procedures in compliance with legal and regulatory requirements
- Reconciled general and subsidiary bank accounts by gathering and balancing information
- Summarized current financial status by collecting information; prepared the balance sheet, profit and loss statement, and other reports
- Supported internal and external audits by providing information to auditors; undertook internal audit of transactions, where necessary
- Prepared and reconciled monthly income schedules to identify income to be included in monthly management accounts; assisted in finalization of annual accounts
- Assisted seniors in developing and documenting policies and procedures, including system requirements and internal controls
- Monitored & tracked various changes and amendments in GST law and communicated the same to management

- Ensured compliance with applicable policies, contracts and regulations
- Adhered to monthly/ quarterly/ yearly compliance relating to taxations; prepared and filed TDS returns within stipulated deadlines



Internship

- Summer Internship Programme from Navodaya Vidyalaya Samiti in 2012



Technical Course

- Business Accounting and Taxation from Edupristine Delhi in 2019



Academic Details

- PGDM in Finance from NIILM, CMS Greater Noida in 2012
- B.Com. Hons. from Patna University in 2009



Personal Details

Date of Birth:	15 th November 1984
Languages Known:	English, Hindi and Oriya
Permanent Address:	Village & Post Office -Saisar, Via-Dhansoi, Police Station-Dinara, District-Rohtas (Bihar)-802117
Present Address:	2251/5A-1 2nd Floor New Ranjeet Nagar, Near Voter ID Card Office Shadikhampur, Near Shadipur Metro Station, New Delhi-110008