

RABI BARIK

1/779, Nirmal Nagar Domuhani Near-Kakoli
Flat P.O. - Sonari.
Jamshedpur-11. Jharkhand

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ENTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLES & BANK OPERATION known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. Career spans of experience in manufacturing, Hospitality &, higher education has included accountability for the processing of bills. Backed by solid credentials and proficiencies in generally accepted accounting practices as well as MS Office Suite, Tally, IDS, systems.

Key Skills

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- Accounts Payable Processes & Management □ TALLY ERP PRIME, IDS,ALIF SYSTEM,PRONOGIC MIS &
 - Invoices/Expense Reports/Payment Transactions Financial System Technologies
 - Accounts Receivable Processes & Management □ Journal Entries & General Ledger □ Vendor Negotiations & Management
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Scholastic Credential

2011 "The Institute of Computer Accountant" (**ICA**) - Industrial accounting course.
2008 B.Com. (Accounts) From Jamshedpur co-operative College, Jamshedpur
2005 12th (Commerce) from Jamshedpur Workers College, Jamshedpur
2003 10th (Matriculation) from B.S.S. Pranavananda Vidya Mandir, Jamshedpur

Professional Experience

Assistance Finance Manager

Nov '2024 to till date

Lemon Tree Hotel Centre Point

Assistance Finance Manager

Jan' 2024 to Oct 2024 The Cruze Hotel, Adityapur, India

Role and Responsibilities

- Day to Day entry like purchase, sales, payments, receipts, bank reconciliations, credit notes, debit notes etc in accounting Software.□
- Daily reports, weekly report monthly report submission.□
- TDS & GST return filling.□
- Stock statement to be prepared and to be submitted to the bank.□
- EPF & ESIC payment.□
- Handling office petty cash for daily Transaction□
- Reconciliation of #Debtor & #Creditors and preparing Month Wise #Outstanding Reports.□
- Deposition in the bank (Cash, Cheques, DDs).□
- Suppliers and Sub Contractors bills checking and processing.□
- Handling Bank Reconciliation & Vendor ledger reconciliation.□
- Investment like Mutual & Share, NCDs,PMS□
- Preparation of Daily Tax□

Senior Accountant.

June '2017 to Nov'2023 The Alcor Hotel, Jamshedpur, India

Company Profile: The Alcor Hotel is Luxury 4Star Hotel Located in Jamshedpur. The Alcor Hotel has all the special feature of basic such as smart space and safe zone. Website: www.thealcorhotel.com

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May '2011 to June 2017 RSD Finance Ltd, Jamshedpur, India

Executive Accounts,

Chief Tasks Handled

- Co-ordination with banks for CC renewal, interest calculations, commitment and other charge□
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations.□
- Scrutiny of General Ledger – Verification of entries, check the correctness of cost centers□
- Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.□
- Handle & Process AP and AR customer inquiries, special billing requirements and discrepancies.□
- Prepare and review journal entries and account analysis.□
- Month end closure activities – booking of revenue and expenditure, Inventory reconciliation, inter unit reconciliation, bank reconciliation□
- Assist with cash receipts processing.□
- Manage vendor ads, changes and deletes.□
- Monitoring and reporting of receivables thereby reducing risk of bad/doubtful debts□
- Forecasting cash & bank payments and anticipating challenges arising from limited cash flow□

IT Skills

Operating system	Windows 8
Application	MS-Office 2007 Professional
Account Package	Tally 9.0
RDBMS	MS-Visual FoxPro 6.0
ERP Package	Microsoft Dynamics Navision R2, Matrix ERP, IDS Next (ERP)

Personal Information

Father's Name	Mr. Dilip Barik
Date of Birth	09 th Jan 1987
Sex	Male
Nationality	Indian
Language Known	English, Hindi & Bengali
Blood Group	A Positive (A+)
Driving License No	18882/2005(Jamshedpur), Expiry Date: 31 th August 2025
PAN No	ANAPB0206G (India)
Hobbies	Playing Cricket

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