

Asit Kumar Rout

An enthusiastic and high-energy driven Professional, offering almost 8 years of experience, targeting assignments in **Accounting/ Record to Report/ Finance** with an organization of high repute.

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CORE COMPETENCIES



Financial Reporting
Record to Report/Fixed Asset Accounting
Audit – Tax, Internal, Bank and Statutory
Financial statements (Australian GAAP)
General Ledger Accounting
Bank /Cash/Card Recon.
GL Reconciliation/R2R
Fund Accounting
Team mentoring
Time Management
Dedicated, Focused and Quick learner.



SOFT SKILLS



EDUCATION

- 2019
Cost Accountant (CMA Finalist)
ICAI (The Institute of cost Accountants of India)
- 2020
M. Com (Master of Commerce)-1st Div.
Utkal University
- 2017
B. Com (Bachelor of Commerce)-Topper
Kendrapara Auto. College
- 2014
CHSE Odisha(12th)-1st Division
Kendra Para Junior college
- 2012
BSE Odisha(10th)- 1st Division



PROFILE SUMMARY

- Diverse **experience** in a **CA firm, Private sector** and **MNC's**, handling the client's needs and cooperating team member to resolve the issues.
- Handled **diverse clients (UK, UAE and Australian)** as well as **private to MNC's** in industries ranging from financial services, Consulting, Information and Technology.
- Handled and well versed with **Record to Report and GL accounting** for Middle East, UK and Australian Clients.
- Mentored and guided a small-sized team** comprising of CAs, and Associates.
- Interfaced with Management and clients** to assess the performance of our team and improvement on it to enhance efficiency and accuracy of activities.
- An **effective communicator** with polished written skills for drafting responses and innate capability to manage & prioritize tasks in high pressure; possess **analytical thinking** and strong innovative & **problem-solving** capability.
- Good at developing and growing **positive relationships** with **clients as well as colleagues** at all organizational levels.

CURRENT WORK EXPERIENCE

Aug'23 – Present | Senior Analyst – R2R/Financial Reporting | Apex Group

Key Responsibility / Result Areas:

- General Ledger Reconciliation** of Australian Funds(250nos.)
- Investigate and research open items** from reconciliation and following up with concern IA team and FA team for clearance.
- NAV reconciliation** and ensures it should be matched and cooperating teammates for preparation of recon and investigation of variances.
- BAS (Business activity statement) preparation and review** and sending it to clients as per request on weekly basis.
- Review and posting of IC journals** and accrual type journal entries.
- Review of **Clients assistance schedule** saved for assisting auditors and resolving auditors query on yearly funds as well as half yearly funds.
- Worked on sensitive **Magellan funds reconciliation** review and running macros to run the reports and to ensure the accuracy and correctness and completeness of activities.
- Reviewed ICR** (Indirect cost ratios) and help team mates to prepare of fallout calculation, fallout accruals and reimbursement of fallout expenses into respective accounts for reporting purposes.
- Unit registry reconciliation** by collecting transaction listing details from UR team and to ensure it match with CASMAC reports of specific period and to make sure the Registry report also match with TL details.
- Running the input reports including **MTM and GL posting** from Hi-port application preparation and reviewing the GL reconciliation and investigate the unreconciled variance by referring to the **Australian GAAP** and clients advise.

- **Team Mentoring**– Guiding a team of 6 personnel including associates and CA's Ensuring effective utilization of time to meet client's expectation to deliver the funds within the deadlines.
- **Internal Stakeholder Management** - Build effective relation with the front office team to understand client expectations and provide seamless support with adherence to operational excellence norms on all deliverables.
- **Efficiency & Innovation** - Ability to handle multiple tasks or tickets and prioritization for the same.
- **Financial Strength & Research** - Continually strive to understand the Australian GAAP and IAS to understand the adaptability of it into financial statements and in the process.



PREVIOUS WORK EXPERIENCE

July 22 – Aug'23 | Senior Associate | TATA Consultancy Services (Record to Report/GL Accounting)

Key Responsibility / Result Areas:

- Responsible for month end closing activities including (Accruals, Amortization, provisions, allocating costs, recurring expenses bookings, Interbank transaction entries, bank charges, IC journals) activities and delivering fixed asset register and depreciation analysis report and schedule submission in ME Tool.
- Recording fixed asset addition, adjustments and transfers before closing and passing the fixed asset accounting entries.
- Review of BRS and balance sheet reconciliation of 5 entity of Qatar territory on daily basis.
- Reconcile the balances of sub-ledger against the GL and resolved all variances and month end schedule review on specified time or deadline TAT.
- Review of manual JV and reclass the journals and upload it into Oracle Financials to correct the entries and ensuring no impact on the transactions.
- Steering the Collection monthly / quarterly MIS
- Providing relevant insights to our team lead to help the minimization of pressure, address key challenges, and identify ways to grow and improve the process.
- Calculating and monitoring the fixed asset depreciation and capitalize the fixed asset invoices.
- Beyond work I was the training SPOC for my whole team to provide and suggest the financial related course available in Ultimatix to gain the knowledge and upgrade themselves to grow further and faster.
- Review of ADI summary reconciliation as per the input data on daily basis.

Feb'22– Oct'22 | Process Associate - Record to Report (Capgemini Technology Services India Ltd.)

Key Responsibility / Result Areas:

- Responsible for timeliness and accuracy of reconciliation/journal entries/Monthly reports (26+ activities) performed by the team member each month.
- Responsible for preparation of journals and posting it into blackline and checking of invoices by using SAP S4 Hana software.
- Resolving the tickets raised by clients to solve and fix the GL issues and using Coupa application to verify the invoices details.
- Redistribution of cost incurred onsite to its correct cost center and its alignment to the correct GL account.
- Preparation of manpower report, head count journals, prepayment journals, payroll correction, pension journals as well.
- Preparation of manpower data, payroll data, P card log data.
- Other activities include monthly recharge of electricity and telephone audit fees accrual, car expenses maintenance and medical expenses bills of the project and resolving one-off journals which is send by client to prepare journals and posting onto blackline.
- Preparation of SA (standard allocation), IC and accrual journal entries.
- Also, I have involved myself to prepare and assist the banking teams to resolve the bank allocation and their respective activities.

Nov'19 – Nov'21 | Accounts executive-R2R and Taxation | Manas Ranjan & Co' (MRN & CO) Chartered Accountant |

Key Responsibilities / Result Areas:

- Responsible for accounting entries purchase, sales, stock report and other reports.
- Look after payment and receipts and ensure to match it with supported reports.
- Preparation and finalization of Financial Statement for clients and ensuring filing of IT, TDS, GST and annual returns.
- Responsible for Sundry debtors and sundry creditors reconciliation and making entries for fixed asset purchase and passing journals for depreciation entries.
- Responsible for GSTR-1, GSTR-3B, GSTR-2A, GST annual return like GSTR-9, GSTR-9C
- Preparation of bank reconciliation.
- Maintenance of books of accounts for major clients; Responsible for filing of Service tax, GST, TDS and IT return
- Involves in Audit of bank and stock audit of reputed private companies and also part of statutory audit.

Oct'16– Oct'19 | Accounts Assistant- GL Accounting and Auditing | CONSULT COUNTRY

Key Responsibilities / Result Areas:

- Vouching and verification of accounting transaction & Ledger Scrutiny
 - Maintenance of books of accounts and execution of audits for major clients
 - Examine inventories to verify journals and ledger accounts.
 - Assisting audit team while audit of different clients and done with audit of government electricity department of Odisha.
 - Examine records, tax returns and related documents pertaining to settlements of decedent's estate.
 - Help in verifying financial records, checking for discrepancies, and ensuring that all financial transactions are properly documented. Done with Hospital audit and bank audit and assisting my team members for quick completion of audit.
 - Associates check for compliance with laws and regulations, such as tax laws, environmental regulations, and industry-specific standards.
 - Calculation of statutory liability under direct taxes, indirect taxes and return filing.
 - Done with internal audit of Odisha Civil supply corporation at Puri, Odisha
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EXTRACURRICULAR ACTIVITIES / PROFESSIONAL ENHANCEMENTS

- Part of Swachh Bharat mission under Nagpur, Maharashtra government.



TECHNICAL EXPERTISE

- ORACLE Financial (OFIN)
- Blackline software
- SAP S4H
- Advance Excel (includes VLOOKUP, XLOOKUP, Macros, Pivot)
- ME Tool
- HI portfolio (HI-PORT)
- Tally ERP (7.0,9.0) &Tally Prime



PERSONAL DETAILS

Date of Birth: 4th March 1997 | **Status:** Single **Languages Known:** Hindi, English, Bengali and Oriya | **Address:** Kendra Para, Odisha 754224