

RAJESH KUMAR PRADHANrkpradhana@gmail.com

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Objective:

My career objective is to work for professional organization, preferably in the field of Auditing, Accounting and Finance. This should help me to enhance my skills, enable me to grow as an individual and broaden my horizon.

Educational Qualification:

Course	Board/University	Year of Passing
MBA	Fakir Mohan University, Odisha	2018
Bachelor of Commerce	Utkal University, Vani Vihar, Bhubaneswar, Odisha	2011
+2	Council of higher secondary education, Odisha	2008
10 th	Board of secondary education, Odisha	2006

Technical Knowledge:

Operating System	MS DOS, Win 8.1, XP.
Application	MS-Office & Internet
Accounts Packages	Tally 7.2, 9, ERP 9 latest Version & STL ERP.
Other Statutory Software	E-TDS Return Preparation Utility (RPU)

Employment Record:

Organization	Position held	Period	Location
Livedigital Marketing Solutions Private Limited	Assistant Manager-Accounts	April'21 to Till Now	Bhubaneswar
Silicon Techlab Private Limited	Associate Finance Lead	Nov 2013 to April 2021	Bhubaneswar
Prasant Das & Associates (Chartered Firm)	Accountant Assistant	December 2011 to July 2013	Bhubaneswar

Professional Experience:

MAJOR EXPERIENCE AND SKILL GAINED DURING PROFESSIONAL CARRIER:

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Preparation of Bank Reconciliation Statement.
- Debtors & Creditors Reconciliation.
- Bills/Invoice Preparation.
- Handling of various Books i.e. Cash Book, Bank Book etc.
- Maintain salary register in MS-Excel, Payroll in Tally ERP 9 & STL Payroll Module.
- Maintenance of Employees Records, leave Calculation, Bonus records etc.
- MIS Report.
- Developing and maintaining accounting policies, procedures and controls in accordance with sound accounting principles, applicable regulations and laws as well as best practice.
- Organizational and program budget preparation and monitoring.
- Periodic Reviews of accounting and financial controls and processes for the entire organization.
- The close out of projects, timely and accurate donor reporting and compliance. Coordination and the preparation of required reports for private, multi-lateral and government donors.
- Checking of fixed Assets registers with physical counts.
- The coordination of the monthly and year end close.
- Monthly analysis of financial performance.
- Financial oversight of HQ and select business units.
- Prepares supporting schedules for specific general ledger accounts. Analyzes and reconciles specified balance sheet accounts on a monthly basis.
- Performs financial analysis as appropriate to support risk assessment and inform decision making.
- Manages all aspects of headquarters accounts receivable, cash receipts and banking, including the review of supporting documentation.
- Processes and posts journal entries for routine transactions in STL System and ensures accuracy of the General Ledger.
- Maintains the fixed assets register
- Cross trained on accounts payable, cash disbursements, cash receipts processes, and payroll.
- Prepares donor and grant payment requests.
- Prepares periodic financial, grant, fund and administrative reports
- Expertise knowledge of Computerized Accounting (Tally-ERP 9) & STL ERP.
- Provide assistance during Audit Work.
- Finalization of Accounts i.e. Balance Sheet, Profit and Loss Account and the accompanying Schedules.
- Microsoft Office (Word, Excel, Power Point).
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E-Filing of Various Returns:

- Preparation and Filling of GST Return.
- Preparation and Filling of E-TDS return.
- Preparation and Filling of Employee Provident fund return.
- Preparation and Filling of Employee State Insurance return.
- Filling of Income tax Returns.
- Payment of Professional Tax.
- Checking the internal control procedures.
- STPI Softex filing, MPR and APR filing.

ERP Implementation & Supports:

- HRMS, Payroll, Accounts, Budget, E-Procurement & Stores Module Implementation & Support with my Team to 137 No's Army Public School, India.
- HRMS, Payroll Module Implementation & Support to State Co-Operative Orissa Market Federation Ltd, Odisha.
- HRMS, Payroll, Accounts, Budget, E-Procurement & Stores Module Implementation & Support with my Team to 7 No's Vikash Group of Institute, Odisha.

Personal Particulars:

Present Address	: Plot No-816, Sector-3, Niladri Vihar, Bhubaneswar, Odisha, India, 754225.
Father's Name	: Mr. Bishnu Charan Pradhan
Sex	: Male
Marital Status	: Married
Religion	: Hindu
Date of Birth	: 15 th July 1991
Language Known	: English, Hindi, Oriya

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bhubaneswar

(RAJESH KUMAR PRADHAN)

Date: 26-10-2021

