

UDIT SAXENA

EXPERIENCE

March 2022 - Current

Sr. Finance Associate at Relevel by Unacademy (Pilani Experts Technology Labs Pvt Ltd) | Bangalore, India

- Preparation of weekly and Monthly Sales Report and Reconciliation mapped with the partners MIS.
- Reconciliation of Bank statement with the daily and weekly transactions.
- Assisting Expense team for preparation of working sheets for monthly expenses and budgets.
- Preparation of monthly Provisions, Prepaid and Variance sheets.
- Co-ordinating and follow up with Operation team for Sales Refunds and accounting.

April 2021 - March 2022

Assistant Manager at SREI Equipment Finance Ltd | Kolkata, India

- Maintenance of Vendor records and expense sheets.
- Preparation of payment challans and vouchers.
- TDS & GST Return Workings.
- Oracle Invoice Entry including processing of payments.
- Preparation of Monthly expense budget, Provisions and Variances.

March 2020 - March 2021 & December 2018 – August 2019

Executive - Accounts & Taxation at 4i Advisory Services | Kolkata, India

- Accounting entries & Reconciliation (incl. Day to day transactions) on Tally ERP.9.
- Invoice & PO processing and E-way bill generation.
- Filing of monthly GSTR, TDS return preparation and making necessary entries. PF & ESIC monthly return workings.
- Payroll processing and generation of reports.
- Accounts receivable and Accounts payable.
- Reimbursement workings of employees.
- Assisting Auditors in Audit process.

August 2019 - February 2020

Accountant at West Bengal State Rural Development Agency, GoWB | Kolkata, India

- MGNREGA Fund Accounting as per relevant orders.
- Preparing Payment and Fund Transfer Advice.
- Coordination with District Accounts administrators.
- Accounting entries & Reconciliation (incl. day to day transactions).
- Payroll processing and generation of reports.
- Drafting including Legal drafting.

October 2014 - October 2015

CA Final Industrial Trainee at IL&FS Financial Services Limited | Kolkata, India

- Preparation of Project Report/ Credit Memo of various Companies.

📍 Bangalore, India, 560087

📞 7980400686, 9830737805

✉️ uditsaxena1990@gmail.com

PROFESSIONAL SUMMARY

Having overall experience of 6 years. Currently working with a team of 8 members where I need to give my inputs as an active team member and meeting strict deadlines. I am looking forward to a career that will provide me an opportunity that stimulates intellectual growth and learning and provides an opportunity to add tangible values to the organization by utilizing these learning's.

CORE SKILLS

- ERP (Enterprise Resource Planning) software
- Account reconciliation processes
- Tax return filing
- General ledger accounting
- Accounts payable / accounts receivable
- Sales closing

ADDITIONAL INFORMATION

- Passport No.: L4612233

- Due diligence of various companies during Proposal stage.
- Preparation of report on Debt proposals and Credit facilities extended to various Companies.
- ROC filing and search.

September 2012 - October 2014

CA Article at Assistant B. Sureka & Co (Chartered Accountants) |
Kolkata, India

- Register maintaining of Excise input and credit availed, based on Excise return and Invoices.
- Assisted senior in various cases before Assessing Authorities including Hon'ble West Bengal Commercial Taxes Appellate & Revisional Board regarding assessment cases.
- Assisted in filing of appeals before the various Appellate Authorities.
- E-filing of various e-forms on MCA Portal.
- Maintaining of Minutes books, resolutions as per the provisions of the Companies Act.
- Statutory Audit of various entities (Voucher Checking, Stock Checking, Excise and Reconciliation etc.)
- Drafting of various agreements, submissions, deeds, petitions (Sales Tax, Profession tax, Service Tax Etc.) and other legal documents.

EDUCATION

2012

Integrated Professional Competence Course (IPCC) |

Institute of Chartered Accountants of India (ICAI), Kolkata, WB
Cleared 2nd group in November 2011 and 1st group in May 2012 attempt.

2011

B.Com (Honours) | Accounts & Finance

Seth Anandaram Jaipuria College (CU), Kolkata, WB
GPA: 66.50

2008

Higher Secondary (12th) | Commerce

Shree Maheshwari Vidyalaya (WBCHSE), Kolkata, WB
GPA: 76.50

2006

Secondary (Metric) | General

Shree Bal Krishna Vithalnath Vidyalaya (WBSE), Kolkata, WB
GPA: 61.00

INTERESTS

Sketching, Playing musical keyboard, Making poems, Making and Editing Videos, Reading articles, Listening to Music

ACCOMPLISHMENTS

- I have worked with a State Govt. Organization where I single handed transformed a manual accounting system into a computerized accounting and got praised from senior authorities.
- Cleared Prelims & Mains of West Bengal Public Service Commission

(Group 'A' of Accounts & Audit Examination, 2016 in first attempt and in 2017).

- Received Certificate of Achievement from Akhil Bharatiya Vidyarthi Parishad (ABVP) for Academic excellence in 12 Standard.

CERTIFICATIONS

- Completed 1 year Diploma in Financial Accounting System in 2009 from Youth Computer Training Centre (Govt. of West Bengal) (Secured 82.00%).
- Completed Advanced GST Practitioner Course through E learning from ISEL Global (Shine.com) In September' 2020.

LANGUAGES

Hindi: First Language

English: C2

Proficient

Bengali: B2

Upper Intermediate