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.

CORE SKILLS

 ERP (Enterprise Resource Planning) software

by utilizing these learning's.

Sangalore, India, 560087

7980400686, 9830737805

PROFESSIONAL

SUMMARY

opportunity

✓ uditsaxena1990@gmail.com

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

deadlines. I am looking forward to a career that will provide me an

that

intellectual growth and learning and

provides an opportunity to add

tangible values to the organization

stimulates

member and meeting

- Account reconciliation processes
- Tax return filing
- General ledger accounting
- Accounts payable / accounts receivable
- · Sales closing

ADDITIONAL INFORMATION

Passport No.: L4612233

August 2019 - February 2020

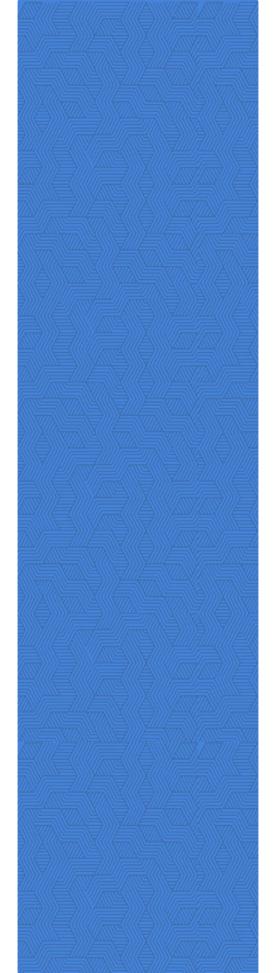
Accountant at West Bengal State Rural Development Agency, GoWB | Kolkata, India

- 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.



- 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

<u>2008</u>

Higher Secondary (12th) | Commerce Shree Maheshwari Vidyalaya (WBCHSE), Kolkata, WB GPA: 76.50

2006

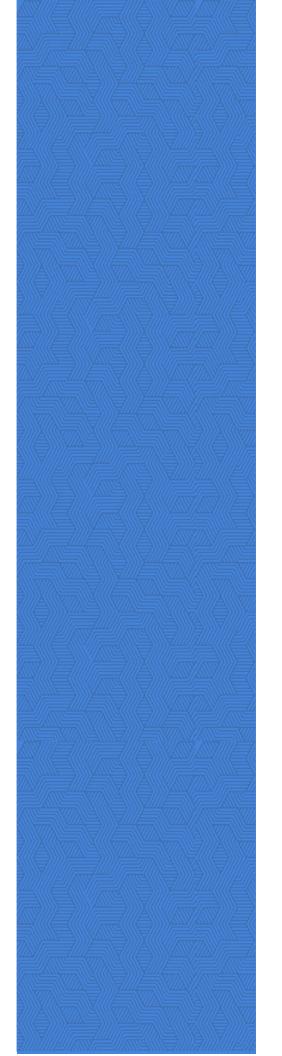
Secondary (Metric) | General Shree Bal Krishna Vithalnath Vidyalaya (WBSE), Kolkata, WB GPA: 61.00

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 È learning from ISEL Global (Shine.com) In September' 2020.

LANGUAGES

Hindi: First Language

English: C2

Proficient

Bengali: B2

Upper Intermediate