

# Sagar Kumar Muni

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## Professional Summary

Finance and Accounts Professional with 3+ years of experience in accounts payable, vendor reconciliation, billing, procure-to-pay process, and compliance. Skilled in handling daily accounting operations, resolving vendor issues, and ensuring accurate TDS/GST compliance. Proven ability to streamline payment processes, manage reconciliations, and support business efficiency.

## Core Skills

- GRN & Billing
- Vendor Reconciliation
- Bank Payments
- Accounts Payable
- Procure to Pay Process
- Vendor Resolution (Email Communication)
- Day-to-Day Accounting
- Debit & Credit Note Settlement
- TDS Deduction
- GST Knowledge & Compliance

## Professional Experience

### Finance Assistant

Jost India Auto Component Pvt Ltd | Jamshedpur | Dec 2022 – May 2025

- Managed accounts payable cycle including GRN verification, billing, vendor reconciliation, and bank payments.
- Processed debit/credit notes and settlements ensuring accurate accounting records.
- Resolved vendor queries via email communication and supported procure-to-pay operations.
- Ensured accurate TDS and GST deductions, improving compliance and reporting accuracy.

### Accounts Assistant

Zenith Engineering Pvt Ltd (Under Third Party at Tata Steel) | Jamshedpur | Jan 2021 – Dec 2021

- Assisted in daily accounting operations including vendor invoice processing and GRN entries.
- Handled vendor reconciliation and supported timely bank payments.
- Prepared accounting entries for debit/credit notes and ensured compliance with internal financial policies.

## Education

Bachelor of Commerce (B. Com) – [Sambalpur University], [2013]

Master of Commerce (M. Com) – [Indira Gandhi National Open University], [Not yet completed]

Accounting Technician – Institute of Cost and Works Accountants of India [2021]

## Working Skills

Accounting skills at Institute of Skills Development & Training

MS Excel for Accounting & Finance

Navision ERP Business Central [Microsoft]

Tally Prime 4.0

## Additional Information

Languages: English, Hindi, Odia

Current Address: Barbil, Odisha

Other Activity: Music, Research and Explore Natural mean, Author

## Declaration

I am assured that the all information above is correct and truthful based on fact provided.

Sagar Kumar Muni

Location: Barbil, Odisha