

Kirtichandra Pani



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Profile Summary

A strategic thinker with excellent knowledge in numbers and financial terminologies and skilled in allocating the budget precisely having rich experience of 27 years as in Accounts Department.

Extensive knowledge of keeping records, maintain the records and track the financial transactions.

Skilled in budgeting and maximizing the profit.

Expertise to set strategic priorities and give clear strategic direction.

Personal Qualities

Strong in numbers and having remarkable logical and analytical skills.

Excellent communication skills in verbal and written both.

Ability to control and supervise the persons.

Strong motivator and ability to do the work before the deadline.

Computer knowledge

Well versed in use of MSoffice

Tally 9.2 ERP

Internet savvy.

Fully Aware about all the rules and regulations of Companies Act 1956 and 2013, Wages Act, EPF Act, Gratuity Act, GST Act 2017

And Sound Knowledge on HR Departments.

Key Responsibilities Handled

Deliver a positive customer service experience.

Prepare various reports surrounding the metrics of the Accounts department: quarterly sales results, annual forecasts and account status reports.

In Accounting Presenting the reports to the higher authorities.

Supervising and reviewing work of accountants.

Achievements

Successfully cut down the shipping cost 40 % in financial year 2014-2015 with help of my knowledge and tricks.

Resulted Increased the profit 6 % in 2014-2015 compare to the year 2013-14.

Successfully negotiate with shipping company when KASEZ operation stopped at Munda port and received 30% to 100 % benefits in Detention. Year 2009-10

Employers

Worked as Accounts Asst. in Datamatics Limited from 1994 to 1996

Worked As Sr Accountant in Hemkunt Industries from 1996 to 2006.

Worked As GM Accounts in Suyog International from 2011-2013

Worked as Chief Of Accounts And Finance in Texool Limited.(KASEZ – UNIT) from Feb 2006-2011 and 2013-to 2019

Worked As Senior Manager Accounts and finance in Fortune Shipping Service Pvt Pvt, Gandhidham from 2019 to 2022

Working As Senior Manager Accounts and finance in Genus Electrotech Limited from Jan 2022

Academic

Graduation in commerce.

Passed B.Com in 1994 (Accounting Honours)

Personal Details

Languages Known: Hindi, English, Odiya,

Date of Birth: 25/08/1973

Address: Plot No 104, Survey No 79/a, Pushp Cottage, Tal- Anjar, Gujarat-370205

Career Summary

27 years experience in accounting field with in depth knowledge according to the government regulations and make analytical decisions, seeking a challenging position in a reputed firm.

Key Skills

- Accounting and Taxation
- Finalisation Of Accounts
- Regular Supervision on TDS,SALES TAX, Service tax, IT,VAT,GST and other Statutory Payments and filing of Returns
- Preparing Financial Analytical Reports
- Preparation Of CMA Data for Financing Bank

Key Responsibilities Handled

- Identifying accounts that are likely to become a bad debt.
- Assessments of clients' credibility.
- Meets accounting financial objectives by forecasting requirements.
- Preparing an annual budget and scheduling expenditures.
- Analyzing variances and initiating corrective actions.
- Monitoring revenue and expenses.
- Consolidation and evaluation of financial data.
- Establishing chart of accounts.
- Defining accounting policies and procedures.
- Preparing Bank Reconciliation Statements and monthly MIS reports.
- Taking care of TDS, VAT, PF, ST, IT, ESIC, GST, loan, etc. of the employee and preparing invoices and memos.
- Book keeping and updating records on daily and weekly basis including ledgers.
- Maintaining petty cash.
- Monitoring cash to avoid unnecessary expenses.
- Using Tally wherever needed.
- Prepared quarterly balance sheet and reviewed the same with company management.

Hobbies: Cricket & Music