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| CURRICULUM VITAE **NABA KUMAR MISHRA**  **Present Address:**  R14, C/o – Devi Singh House,  F-89, Katwaria Sarai,  New Delhi-110016.  Mobile: - 9899040534    **Mail:-**[nabakumarmishra@gmail.com](mailto:nabakumarmishra@gmail.com)  **Permanent Address:**  Sabideipur,  Binayakpur,  Nayagarh,  Odisha-752080. | Summary  18+ years of extensive experience in reputed organizations in diverse capacity as a Corporate professional with specialization in **Finance & Accounts.** Being well versed with various accounting software i.e. (SAP, Tally ERP9, Webtel-Etds & E-tax). Professional Experience  Presently, working as **Cost Controller** with **Suez India Private Limited** in Okhla DB Project (From July 2022 to Till date), largest Sewage Treatment Plant in India with an area of 110 acres.  Worked as **Senior Accounts Officer** with **Shapoorji Pallonji And Company Private Limited** in E&C vertical Project Accounts at IOCL, Faridabad site (From June 2021 to July 2022). Worked at Regional Office at Barakhamba Road, New Delhi (From January 2017 to June 2021). Oldest construction  Worked as **Asst. Manager (F&A)** with **Lanco Infratech Limited** in 660X2 Thermal Power Project site at Dhenkanal, Odisha for a period of 11 months (From October 2015 to August 2016).  Worked as **Asst. Manager** with **AIG Analytics & Services Pvt. Ltd.** in their Finance Centre at Gurugram for a period of 1 years 8 months (From June 2014 to September 2015). Joined **Genpact** in February 2014 & later worked with AIG due to internal job transfer.  Worked as **Asst. Manager (F&A)** with **Sravanthi Infratech Pvt. Ltd.** in Thermal EPC vertical of its Corporate Office at Gurugram for a period of 2 years 10 months (May 2011 - February 2014).  Worked as **Accounts Officer** with **Lanco Infratech Limited** in Hydro EPC vertical of its Corporate Office at Gurgaon for a period of 4 years (May 2007 - May 2011).  Worked as **Accounts Officer** with **Charak Pharma Pvt. Ltd.** in their manufacturing plant at Baddi, Himachal Pradesh for Seven months {October 2006 - May 2007).  Worked as **Assistant Accountant** with **Luminous Power Technologies** **Pvt. Ltd.** in their manufacturing plant at Baddi, Himachal Pradesh for 2 years {October 2004 - October 2006). .  Current Profile   * Preparation of budget for the project. * Preparation & monitoring financial forecasts monthly. * Responsible for tracking budgets and Variance analysis. * Ensure accurate and timely monthly closing activities in SAP. * Verification & release of Supply/Service orders & vendor invoices. * Responsible for customer invoicing & Other Sales. * Responsible for timely collection from clients. * Responsible for timely discharge of statutory dues & returns. * Responsible for audit compliances & help annual corporate financial controls audit. * Bank Guarantee verification & tracking. * Preparation of various reports as per management. * Day to Day co-ordination with banks and TRA agents for banking activities. * Record keeping principles & practices. |
| Personal Data  **Fathers Name :** Sh. Baidyanath Mishra  **Date of Birth :**  07th June 1980  **Sex** **:** Male  **Nationality :** Indian **Native Place :** Odisha **Languages to Read, write and speak:**  English, Hindi, Odia    **Interests and Hobbies:**  Chess, Cricket, Reading Stories and Music. | Previous Jobs Profile   * Responsible for UK & Germany entity intercompany reconciliations on monthly basis. * Responsible for premium/re-insurance settlements with compliance to SLAs. * Responsible for Query matching & management (intercompany variances). * Responsible for premium allocations & necessary write offs ensuring proper forex rate application. * Responsible for categorize IC variances i.e. premium, reinsurance, MOP 20, Xol, claims etc. * Responsibilities ensuring the monthly book close with accuracy & compliance with company policies & accounting standards. * Updating team trackers logs. * Responsible for accurate & timely discharge statutory dues & returns e.g. TDS, GST, Professional Tax, Labour Cess etc. * Dealing with onshore & offshore partners.GL scrutiny and Review of accounts * Solely responsible for branch accounts operations i.e. (Banking, Billing, Petty Cash Handling, Vendor/Customer Reconciliation, Material Dispatches, Sales tax assessments) * Verification & posting of all types of Supplier/Contractor invoices & responsible for timely payments as per company policy. * Preparation of Salary including tax computations & disbursements there on. * Finalization of Quarterly and Annual accounts. * Responsible for monthly revenue billing & timely collections. * Stock reconciliation & WIP. * Fixed asset accounting & depreciation run. * Preparation of various reports as internal team member.     Computer Knowledge  Sound working knowledge of Window based packages such as MS Word, MS Excel, MS Power Point, And Accounting packages like Tally, ERP, **SAP R/3**. Working in SAP since last 15 years having proficiency in its FI, MM & SD modules.  Educational Qualification   * Pursuing Certified Management Accountant from IMA. * B.Com. – Utkal University, Odisha (2000).   Salary  Current CTC    Expected CTC Negotiable |