

KALINGA NARAYAN DAS

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OBJECTIVE

Looking for challenging opportunity in an esteemed organization so as to put forth my experience skills and knowledge, I have gained through my academics by concentrating on my areas of specialization and inculcating my personal strength, I would like to contribute for organization will-being and work for the growth of the company and also grow as an individual.

CAREER PROFILE

- Detail-oriented, efficient and organized professional with experience in Trust accounting.
- Resourceful in the completion of projects, effective at multi-tasking.

PROFESSIONAL EXPERIENCE: APRIL 2016 TO TILL DATE

Currently working as a Process Executive in Trust Accounting Team (**Ascent Consulting Services Private Ltd**)

Roles and Responsibilities

- Managing all PF related queries and preparing PF reports and challans ECR
- Managing employee KYC details including Form-11.
- UAN Processing (UAN linking and generating for new joiner's and addressing all queries related to UAN)
- Updating KYC documents in the EPFO portal.
- PF Withdrawal, PF Transfer claims verification and processing.
- Online transfer and manual transfer processing.
- COC verification and processing.
- Processing PF advance for Exempted Trust related cases.
- Handling all types of corrections in PF records of employees (Manual and online)
- Annexure-k accounting for Exempted Trust related transfer cases.
- Updating TDS payment details in TIN-NSDL website.
- Filling quarterly returns for TDS payment cases in online.
- Validating and processing the monthly compliance inputs under PF.
- Maintaining employees PF records in the database.
- Timely communication on Form 16 & process for filing returns.

PROFESSIONAL ACHIEVEMENTS

- Awarded 'Star Certificate for exceeding Service and Morale expectations of the management.
- Good at Microsoft word, power point presentation, Excel formulas (V-lookup, Hlookup, pivot, basic formula Etc.)

EDUCATIONAL QUALIFICATIONS

Date of Birth	05.Jan.1993
Gender	Male
Marital Status	Un-Married
Languages Known	English, Hindi, Odia
Education	Higher Secondary Education (ICom)- CHSE, Odisha- 2008
	Graduation (B.COM) - M.P.C (Autonomous) college, Odisha-2013
	P.G in Finance and Control (MFC) - North Orissa University-2015

Residential Address : No 25/28, 1st Main, 3rd Cross, Mangammanpalya, HSR Bangalore – 560 068.

Hobbies : Listening Music, Games (Cricket), Photography

DECLARATION

I hereby declare that the information provided in this application for employment is correct to the best of my knowledge.

Date:

Place: Bangalore

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