

**PRANAYA KUMAR PANIGRAHI**

Phone: +91 8920274807 / 7838086994

Email: [pranaya140@gmail.com](mailto:pranaya140@gmail.com)**OBJECTIVE**

To carve a niche for myself as a business leader, which would help me to optimally utilize my learning and successfully contribute towards achieving your esteemed organisations goals & objectives.

**PROFESSIONAL SYNOPSIS**

- 8 years of experience in Accounts and Banking / Taxes.
- Currently designated as a Asst. Accountant with Eagle Information Systems Pvt. Ltd., New Delhi, India.

**AREAS OF EXPERIENCE**

- Preparing and Filing of various statutory returns such as e TDS, e TCS, and reconciliations with books of accounts.
- Preparation of various details for assessment of Sales tax, Income tax.
- Checking of Fixed Assets Register.
- Reviewing of Debtors collection, debtors ageing, analysis etc
- Preparation of various MIS reports and other documents for management
- Preparation of data for filing of returns under GST and generation of e way bill.
- Assistant seniors during Statutory, Internal, Tax and preparation of data as per their requirement
- Maintaining Imprest Accounts of employees & timely settlement thereof.
- Checking of Cash & Bank book, Ledgers, Purchases/ Sales Registers, Journals etc.
- Well versed with the day to day office activities pertaining to the accounting, banking, statutory compliances, various management reports etc.

**ORGANISATIONAL EXPERIENCE**

➤ **From April, 2012 to Dec 2014 with Real Impact Pvt Ltd. as a Office Executive.**

Real Impact Pvt Ltd based in New Delhi. Dealing in service provider company for Camera / Lights etc for TV / Media related material.

➤ **From Jan 2015 to Dec 2107 with Rebound Ace India Pvt Ltd as a Assistant Accountant**

Rebound Ace India Pvt Ltd in New Delhi. Its one of the most leading company in Field of Court Laying work. Its collaborate with and Australian company. Having more than 15 years of experience in basketball / football / tennis / skating court laying systems.

➤ **From Dec 2017 to Till Date with Eagle Information Systems Pvt Ltd. as a Assistant Accountant**

Eagle Information Systems Pvt Ltd in New Delhi. Dealing in Computer Software / Hardware. Company having HO in Nehru Palace, New Delhi with all metro city branches i.e. Mumbai,

Bangalore, Chennai, Kolkatta. Pune, Lucknow, Chandigarh, Jammu etc.

#### QUALIFICATION

- B.Com (P) from FM University of Orissa in 2008.
- Senior Secondary from CHSE Board of Orissa, in 2005.
- Secondary from HSC Board of Orissa in 2003.

#### OTHERS

##### Computer Literacy

- Accounting Software tally: 9 & ERP 9 with GST implements.
- Proficiency in M.S. Word, Excel and Internet. Drafting the mail and sending.

##### Extra Qualifications

- PGDCA from Aptech Computer Institute .
- GST Courses / Accounting Software from Institute of Computer Accountant. .

##### Hobbie

- Listening of Music, Reading Books, Watching Cricket.

#### PERSONAL DETAILS

- Father's Name: Shri Rabicharan Panigrahi
- Date of Birth: 13<sup>th</sup> May 1988
- Nationality : Indian
- MartialStatus :Married

Date:- 22-05-2020

Place: -New Delhi

(PRANAYA KUMAR PANIGRAHI)