

SUDAM PARIDA

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Objective: To Work in a dynamic environment that provides me a wide spectrum of experience and exposure and to bring a versatile portfolio of skills at work place to serve the organization with positive attitude and efficiency.

Educational & Professional Qualifications

University/Institute	Course	Year/Session
Utkal University, Odisha	B.Com (H)	2014
Council Of Higher Secondary Education, Odisha	Class XII	2011
Board Of Secondary Education, Odisha	Class X	2009

Career Profile

S.No.	Tenure	Organization	Designation
1.	April, 2015 to April,2019	Vishwa Bandhu & Company (Chartered Accountants), New Delhi	CA Articleship
2.	May, 2019 to June, 2021	Ajenta Chemicals (India) Limited (Alcohol Industry)	Accounts Manager
3.	Aug, 2021 to Till Date	HR Agrawal & Co. , Gurugram	Accounts Manager

Work Exposure

1) Statutory Audits:

Knowledge Domain

- Balance Sheet and Profit & Loss A/c Review & Also Finalise.
- Preparation of CARO.
- Accounting Standard (AS) compliance.
- Compliance with provisions and maintenance of statutory books as per the Companies Act.

2) Internal Audits:

Job Responsibilities

Primarily involved in execution of statutory compliance, ERP review etc. Role involved preparation of audit programmes, conducting discussions with the process owners, preparation of reports and their closure with the Client.

3) Tax Related Matters:

Income Tax

- Preparation of Tax Audit Reports under Form 3CA/CB and Form 3CD for various clients.
- Preparation & filing of Income Tax Returns in required Forms for various clients.



GST

- Calculation & Deposit of monthly Tax Liability
- Preparing GST Returns
- Availment of Input Tax Credit
- Preparing Monthly Reconciliations

TDS

- Preparation & Filling TDS Returns in required Forms for various clients
- Calculation & Deposits of TDS of various clients

5) Other Assignments:

- Maintaining Account books for clients
- ROC Compliances for various clients

Skill Set

- Book writing (Purchase, Sales, Banking etc.)
- Working knowledge of MS Office (MS Excel, Word, PowerPoint)
- Working knowledge of Tally 7.2 / 8.1 / 9(ERP), Marg, Busy and other tailor made packages.
- Dealing with the vendors for purchasing the raw materials and also price negotiation.

Personal Details

Date of Birth : July 12th, 1994

Residential Address : F 238, DDA Janta Flats Road, Lado Sarai, New Delhi-110030

Date: 30/09/2021

Place: New Delhi

Sudam Parida

