



CURRICULUM VITAE

SATYABRATA PALAI

E-mail; - satya.brata46@gmail.com,

Mobile: - [9853201085](tel:9853201085), [7978079894](tel:7978079894)

CAREER OBJECTIVE:

I aspire to join an organization that provide me with adequate challenge & opportunity to grow not only as a professional but also as a person while applying my innovative ideas for meeting the organizational objective and prove my excellence in the responsibility best owned upon me.

ACADEMIC QUALIFICATION:

Examination	Year of Passing	School/University	Percentage (%)
B Law	Continue	Utkal University (Odisha)	
M.F.A.	2011	Vinayaka Mission University	72
B. Com(H)	2003	Utkal University, (Odisha)	49
C.H.S.E (I.Com)	2000	Council Of Bhubaneswar,Odisha	41
H.S.C	1997	Board of Secondary Education Cuttack,Odisha	49

EXTRA QUALIFICATION:

N.C.C : Army wings, C certificate B grade, 1 (O) B N NCC Cuttack (Odisha)
Snatak (Hindi) : Hindi Shiksha Board, Cuttack (Odisha)

WORK EXPERIENCE:

Present Work Diary – Associate (Indirect Taxation)
Organisation: Tata Steel Ltd (through Randstad India Ltd), Odisha It is a Green field project of 8MTPA integrated steel plant, situated at Kalinga Nagar, Duburi, Jajpur, Odisha Period : 01-02-2013 to till date
1. Activity of GST <ul style="list-style-type: none">• Check the proper billing system and Tax rate• Working of TDS on monthly basic.• Advance adjustment and released the retention value.• Monthly Calculation of Revers charge & liability calculation.

- Filling of return TRAN-1, GSTR-3B, GSTR1 & ITC 4.
- Working return data GSTR3B,GSTR 1.
- Quarterly review of ITC reco with GSTR 2 return data.
- Properly checked HSN Code and ASC code.
- Prepare debit and credit note and passed the entry with invoice.
- Monthly calculation of ITC and passed the adjustment entry and provision entry.
- Solve the Vendor problem, payment enquiry etc.
- Order review and checking proper tax code with clause.
- Prepare monthly MIS and statutory compliance report.

2. Activity of Excise and service Tax

- Preparing details for Service Tax return & filing the same
- Preparing details for excise return & filing the same
- Computation of liability under Reverse Charge Mechanism and payment thereof.
- Taking Cenvat Credit of Inputs, Capital Goods & Services and maintaining RG registers
- Preparing Annexure 19 every month against the export the excisable goods without payment of duty.
- Preparation of dispatch details for disclosing in Excise Returns.
- Regular interaction with Government Authorities
- Preparing details for filing application for obtaining Installation Certificates.

3. Activity of Sales Tax

- Computation of Entry Tax, VAT, CST, PT liability on monthly basis
- Computation of liability under Works Contract Tax under OVAT Act
- Issuance of Form C & Form F to the vendors
- Preparing details for filing VAT, CST, ET & PT returns
- Issuance of Waybill for purchase of material

Daily & Monthly activity

- SR checking and releasing of Purchase Orders in SAP for procurement Team every day.
- Handling payment related queries of vendors and reconciliation.
- Preparing MIS and other related statements
- Preparing statutory compliance report and GL review statement on monthly basis
- Monthly review of tax codes against the all order.
- Handle issues reported in Concurrent Audit

Previous Work Diary – Assistant Manager (Finance & Accounts)

Organisation: Scan Steels Ltd. (Unity-VI), Karnataka

It is a sponge iron unit, with the capacity of 200 MTPD, situated at Veniveerapura Village, Bellary, Karnataka and it has an expansion of power plant and another 2 kilns of 200 MTPD capacity of sponge iron

Period : February 2008 – January 2013

Major Assignments Undertaken

- Preparation of Journal, Payment, Sales, Purchase, Credit & Debit note entries in tally
- Statutory Payments: TDS, SERVICE TAX, EXCISE DUTY, EPF, ESI, PROFESSIONAL TAX on monthly basis.
- Bank reconciliation statement
- Statutory Returns (online): ER-1 (monthly), ER-4 (annually), Sales Tax (monthly), ST-3 (half yearly), TDS (quarterly), EPF (annually), ESI (half yearly), PT (yearly)
- Maintenance of central excise registers: RG-1, Form IV, RG-23C Part I &Part II, RG-23A part I & part II
- Maintain Monthly stock statement in LIFO & FIFO Method ,
- Prepare Daily Production report and MIS Report Monthly.
- Maintain Salary register

- Opening of Letter of Credit
- Preparation of Salary Statement
- Asset Accounting (WIP, Asset Capitalization & Depreciation Accounting)
- Actively involved in Finalization of books of accounts
- Coordinating with all the departments i.e. internal and external
- Preparation of budget, allocation of funds to the respective departments
- Preparation of cost sheet
- Arrangement of funds from different banks and debtors

Previous Work Diary – Accountant (Finance & Accounts)

Organisation: Naba Barat Fertilizer Ltd.

Period : September 2005 – November 2007

Major Assignments Undertaken

- Stores Department: Preparation of Goods Receipt Note, Material Issue Slip, Maintenance of Minimum Stock, Physical stock statement in FIFO & LIFO method, Daily stock report, maintenance of critical items etc.
- Dispatch Section: Preparation of invoice, interaction with transporters etc.
- Accounts Department: Passing of journal entries, payment entries, maintenance of central excise records etc,
- Statutory returns: ER 1(Central Excise), e-TDs, Service tax, Sales Tax (Vat 100), ESI, PF, PT etc
- Passing of entries: Adjustment Journal voucher, Stock journal voucher, payment voucher, invoice, debit note, credit note, stock inventory entry etc.
- Sales accounting, discounting of letter of credit, interaction with debtors etc

EXTRA WORK EXPERIENCE

1. SBI LIFE INSURANCE CO.LTD : Insurance Advisor (Form 2009 to till date)

COMPUTER PROFICIENCY:

- ☐ Operating System: SAP, Windows 98, 2000, Windows XP, 2007, 2011
- ☐ Packages: MS – OFFICE, Excel, Power Point, Word
- ☐ Accounting: Handling Accounting in SAP (FICO)& also in ERP Latest version
- ☐ Networking: Knowledge of Internet

STRENGTH:

The Strong point of my personality is positive thinking & my cheerful nature with high level of Commitment & sincerity. I can efficiently work, both as a team leader as well as a team player & best to the origination.

HOBBIES:

- Making friends.
- Playing cricket
- Learn new things

PERSONAL PROFILE:

Name : SATAY BRATA PALAI
 Father's Name : MANIBHADRA PALAI
 Date of Birth : 07/04/1982
 Permanente Address : At: - Sarasada, Post: - Sarasada, via:-Bhandari pokhari
 Dist: - Bhadrak, State:-Odisha, Pin-756120
 Nationality : Indian

Religion : Hindu
Languages Known : Hindi, English, Odiya
Marital Status : Married
Gross Salary : 36k P/m
Expected Salary : 41k P/m

DECLARATION:

The above details are true and correct as per my knowledge so kindly accept the same and consider for your requirement.

Yours truly,

Date : 12/09/2019

Satyabrata Palai
Signature

Place: Sarasada