

Palash Kumar Patra

(Mobile: 09051572871) [palashhptra99@gmail.com]

Professional Profile

17 years + working experience in validation all migrated document in Bankmate application, Accounting, Taxation, Accounts MIS, PDC/Non-PDC Collection, Bank reconciliation, interest calculation for Working Capital Demand Loan(WCDL), Term Loan(TL), Commercial Paper & CC Account. Cost of fund management etc.

- 1 Year + (Feb-21 to till date) in Poonawalla Fincorp as Asst. Manager
- 13 Years and 6 Months (Aug-07 to Feb-21) in Magma Fincorp as Sr Executive
- 2 Years and 5 Months (Mar-05 to Aug-07) in M/S SINO INDIA TRADING COMPANY as Accountant
- 1 years and 9 Months (Jun-03 to Mar-05) in PNB as Computer operator

→ Career Objective

- I seek a challenging position where I can utilize my experience and skill to contribute to the growth of the concerned organization
- A role with opportunity will closely fit my abilities, skills, and interests

→ Projects and Experiences

Asst. Manager in F & A at Poonawalla Fincorp in Pune

Feb-21 to till date

- Maintained calculation of Interest on working capital demand loan(WCDL), Term Loan (TL), Commercial Paper and CC account with schedule repayment structure.
- Maintain the Schedule of cost of Fund.
- Maintain weekly basis daily cash register (DCR)

Sr Executive in F & A at Magma Fincorp in Kolkata

Sep-12 to Feb-21

- Approval of party ledger in accounts
- Reconciliation of Bank Statement mainly through NEFT/RTGS Collection mode.
- Maintain centrally controlled Money Receipt Inventory.

Executive in F & A at Magma Fincorp Ltd in Kolkata

Aug-07 to Sep-12

- Entire responsibility on day-to-day party collection through Cash/PDC/ECS and get effect & approved Party ledger .
- Maintain the MIS report of Cash/NON-PDC/PDC collection.
- Validate payment on different charges charged by credit rating agency

Accountants at M/S SINO INDIA TRADING COMPANY in Kolkata

Mar-05 to Aug-07

- Maintain sales, purchase & Inventory through Tally (Accounting Package)
- Taxation related compliance
- Help to preparation of Trial, P&L and Balancesheet.

→ Primary Skills

- Accounts, Taxation

→ Computer Skills

- Software : Oracle, Tally, Bankmate
- Other utility software : Microsoft Office package (Excel, Word, Power Point)

→ Soft Skills

- Received best contributor rating in MAGMA Fincorp in the year 2012 and 2016.
- Good Communication skills, good team player, co-operative attitude
- Participate Inter-cricket match as bowler in Magma Fincorp in 2011, 2012

→ Academic Results

1. B.Com. with Accountancy honors from Panskura Banamali College, 2000 with 49%

→ Personal Information

Languages known	:	English, Hindi and Bengali
Identity	:	Indian, Male
Marital Status	:	Married
Date of Birth	:	05-Dec-1978

Mailing Address : Flat no 302, Sai Samarth Housing Society, Manjari Budruk, Pune -412307.

Declaration:

I hereby declare that the above all information's are true to the best of my knowledge.

PALASH KUMAR PATRA