



BIBHUDATTA PATRA

Narasinghapur Hat, Puri, Odisha, India

 +91-9937940657 |  bibhu.8.datta@gmail.com

PROFESSIONAL SUMMARY

Finance and Accounts professional with over 6 years of experience in budget administration, payroll management, taxation, financial reporting, and MIS preparation. Adept at managing multi-currency transactions, financial reconciliations, and compliance processes.

Demonstrates strong analytical skills and a commitment to achieving organizational objectives.

WORK EXPERIENCE

- *Assistant Account Manager*

*Surya Mines SARL (Simco Group) – Lubumbashi, Democratic Republic of Congo
August 2023 – Present*

- *Supervise General Ledger accounting, invoice verification, and payment processing.*
- *Prepare tentative budgets and perform multiple bank account reconciliations.*
- *Manage working capital in both USD and Congolese Franc.*
- *Handle foreign exchange transactions with banking institutions.*
- *Prepare monthly and quarterly MIS reports.*
- *Process payroll for expatriate and local employees.*
- *Ensure compliance with TVA filing and ARSP payments.*

- *Finance & Accounts Executive Manager*

*Industrial Gases and Chemical Limited – Mwanza, Tanzania
July 2022 – February 2023*

- *Oversaw complex accounting entries ensuring accurate expense classification.*
- *Reviewed and approved journal vouchers, accruals, prepayments, and provisions.*
- *Conducted expense analysis and cost allocation per IFRS and company policies.*
- *Assisted senior management in reviewing trial balances and ledger accounts.*
- *Mentored junior accounting staff and ensured adherence to accounting standards.*

- *Equity Advisor*

*Karvy Stock Broking Ltd. – Hyderabad, India
February 2019 – January 2020*

- *Provided personalized investment strategies aligned with client goals and risk profiles.*
- *Conducted in-depth market and stock analysis for portfolio recommendations.*

- *Delivered buy/sell guidance and diversification strategies.*
- *Educated clients on investment and market dynamics.*
- *Audit Assistant*

Raghunandan Nath Rai & Co. – Bhubaneswar, Odisha
July 2014 – February 2017

- *Assisted in statutory, internal, and tax audits for diverse clients.*
- *Prepared audit documentation and workpapers per firm standards.*
- *Performed analytical reviews to identify discrepancies in financial data.*
- *Supported financial statement preparation and reconciliations.*
- *Coordinated with clients to gather audit-related information.*

EDUCATION

Post Graduate Diploma in Management (Finance & Marketing)
Asian School of Business Management, Bhubaneswar, Odisha

Bachelor of Commerce (Management Honors)
Utkal University, Bhubaneswar, Odisha

TECHNICAL SKILLS

- *Accounting Software: Sage 50, Tally Prime ERP, QuickBooks*
- *Financial Skills: MIS Reporting, Budgeting, Payroll, Reconciliation, Compliance*
- *Languages: English, Hindi, Odia (Fluent); French and Swahili (Basic Understanding)*

INTERESTS

Equity and Derivatives Market Analysis (Fundamental & Technical)

PERSONAL DETAILS

Date of Birth: 05 July 1993

Father's Name: Mr. Bhagaban Patra

Gender: Male

Marital Status: Single

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

— Bibhudatta Patra