

BIBHUDATTA PATRA

Narasinghpur Hat, Puri, Odisha, India

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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