



Jitendra Parida

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Gurujanga, Khurda

Odisha

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Objective:

To work in a creative and challenging environment where I will be a valuable team member, contributing quality ideas and work for an organization, where there is ample scope for utilizing my knowledge and build my career upon my abilities along with contributing to growth and development of an organization.

Summary:

- Experience in Accounting, Auditing and Taxation
- Expert knowledge in Financial Reporting
- Having good experience in MS office, Tally ERP and SAP
- Having two years of experience in handling team as a senior audit assistant

Educational and Professional Qualifications:

Degree	School/College	Year
C A (Inter)	Institute of chartered accountants of india	2012
B.com (Hons)	UTKAL UNIVERSITY , ODISHA	2010
IntermediateCommerce (+2)	P.N. COLLEGE KHURDA, ODISHA	2007
BSE(10th)	GURUJANGA HIGH SCHOOL ,BSE,ODISHA	2005

Core Competencies

- Financial and Regulatory Reporting
- Team Leading capacity and Team Motivator
- Operational Efficiency
- Analysis



Career Highlights:

NABARD Consultancy Services Pvt Ltd.

As Finance Coordinator in ORMAS (state govt.) (Dec 2021 to June 2022)

Responsibilities:

- ✓ PIA Invoice Installment payment process
- ✓ Undertaking prepare UC and submit to deptt.
- ✓ Management accounting by ensuring regular update.
- ✓ Update payment status of PIA and prepare MIS.

Odisha Agro Industries Corporation Ltd (Odisha Govt Undertaking)

***As Accounts Officer* (Sept 2018 to Apr 2019)**

Responsibilities:

- ✓ All Division Payment File Processing
- ✓ Cash Book checking
- ✓ Bank Reconciliation
- ✓ Review and Monitoring 30 Dist. office Accounts Monthly
- ✓ GST TDS Payment
- ✓ TDS Payments

Kamaljeet Singh Ahluwallia Group of Company

***As Assistant Manager (Finance)* (Feb 2018 to Aug 2018)**

Responsibilities:

- ✓ Month end MIS reporting
- ✓ GST e- filling and Reconciliation
- ✓ Looking LC Expenses and tracking payments
- ✓ Review ledger every month.
- ✓ TDS reconciliation & TDS updating in TDS CPC trace site.
- ✓ Making Work Order
- ✓ Reconciliation of transportation and Loading Quantity.
- ✓ Helping manager other work



RR Donnelley Pvt Ltd

As Senior Accounts Associates

(Jun 2016 to Mar 2017)

- ✓ Reconciliation of General; Ledger.
- ✓ Maintain the byproduct details weekly and pass accrual in month end.
- ✓ Closing open item in month end.
- ✓ Month end Re-class Entry.
- ✓ Month end Accrual entry in SAP.
- ✓ Analysis of freight charges and track the expenses in weekly

Powertech Construction Pvt Ltd

As Accounts Executive

(Sept 2014 to Dec 2015)

Responsibilities:

- ✓ Maintain day to day books entry.
- ✓ Bank reconciliation.
- ✓ Maintenance of Petty cash and Bank
- ✓ Services Tax and VAT E-filing and Reconciliation.
- ✓ Review of general ledger
- ✓ Follow up for collection from Debtor.
- ✓ Preparation of Projected Financial Statement.
- ✓ MIS Report related to contract wise profit & loss.
- ✓ Compliance AS-7 and revenue recognition.
- ✓ Preparation of financial statement.
- ✓ Assistance to auditor at year ended.



C.RAMASAMY & B.SRINIVASAN

As Article Assistant

(Dec 2011 to Nov 2014)

Responsibilities:

Accounts and Finance

- ✓ Preparation of Financial Statements as per Revised Schedule III of Companies Act, 2013 and Accounting Standards as specified by the Act
- ✓ Preparation and review of Bank Reconciliation Statements and seeking bank confirmation.
- ✓ Preparation and maintenance of fixed asset register (FAR).
- ✓ Review of general ledger and statutory compliance ledger.
- ✓ Analysis of Trade Receivable and Trade Payable. (Ageing, Recovery Period, Balance Confirmation Procedures and legal cases).

Auditing

- ✓ Conducted audit procedures viz. vouching, postings, castings, verification, valuation, compilation and reporting aspects.
- ✓ Conducted internal audits of different class of companies like Manufacturing, Trading, Automobile, etc.
- ✓ Examination of books of accounts and other documents and records maintained for the purpose of preparation of financial statements.
- ✓ Verification of debtors and creditors balances and seeking confirmation from parties if needed.
- ✓ Checking and review of Year end adjustment entries viz. provision for expense and prepaid expenses.
- ✓ Audit and reconciliation of statutory remittance viz. Service Tax, Excise Duty, VAT, CST, TDS, PF, ESI and PT.

Major Clients Handled:

- ✓ UCAL Fuel System Ltd, Chennai
- ✓ UV Boards Ltd, Chennai
- ✓ Sansar tour pvt Ltd, Chennai
- ✓ Esquire Express Pvt Ltd, Head Office, Chennai
- ✓ NCH Chemical pvt Ltd, Chennai
- ✓ WSTS System pvt. Ltd, Bangalore



Technical Skills:

- Working knowledge in MS–Office (Word, Excel & Power Point)
- Tally ERP. 9
- SAP
- ☐ 100 Hours Information Technology Training from ICAI.

Personal Strengths:

- Can identify and resolve issues.
- Always give myself an opportunity to learn new things and fine tune my talent.
- Good team player, committed to work hard and sincere.
- Good listener and observer.
- Self-motivator and adaptive.
- Have the capability to work under pressure

Personal Details:

- Name : Jitendra Parida
- Mother's Name : Sitarani Parida
- Father's Name : Bhimsen Parida
- Date of Birth : 16.04.1990
- Nationality : Indian
- Marital Status : Single
- Languages Known : English, Hindi, Odia & Tamil(manageable)
- Hobbies : Playing Cricket, Listening Music and Cooking

- Permanent Address : At/PO: Gurujanga
Dist: Khurda
Odisha, Pin: 752055

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

Date:

Yours sincerely,

Place: Khurda

(Jitendra Parida)