

Rashmi Ranjan Senapati
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Career Objective:

To work for an organization that provides an encouraging environment to use my skill and knowledge for attainment of Organizational goals and my personal career growth.

Areas of Proficiency

- Finalization of books of accounts
- Preparation of Financial Statements
- Preparation of Budget
- Statutory & Internal Audit
- Concurrent Audit of Banks
- Financial Operation Management
- Receivable and Payable Management
- MIS Reporting
- Cost Reduction and Control

Educational Qualifications:

Qualification	University/Institute	Year Passed
CA	Institute of Chartered Accountants of India (ICAI)	2005
B.Com	Utkal University	1996
+2 Commerce	Council of Higher Secondary Education (CHSE)	1993
10 th	Board of Secondary Education (B.S.E)	1991

Computer Knowledge:

- MS Office 2007, 2010, 2016, Tally ERP 9, Tally 9.0 (Accounts Package), Internet, Ramco ERP, SAP S/4 HANA SD and FICO Module

Work Experience:

Company : - **Milk Mantra Dairy Pvt Ltd**
Designation : - **Senior Manager (F&A) Nov 2012**
: - **AGM(F&A) Jun 2013;**
Company : - **Westernland Dairy Pvt Ltd (Subsidiary of Milk Mantra Dairy Pvt Ltd)**
Designation : - **AGM(F&A) Dec, 2018**

Job Role

Financial Planning & Analysis

- Financial analyst role across all functions and cost optimisation drive.
- Support on debt/equity raise activity as and when comes up, like VC funding
- Preparation of annual Budget
- Submission of financial information to investors and other interfaces.
- Other initiative like application for Govt. grant, strategy meet support, etc

Controlling, Reporting & Accounting

- Complete responsibility of Accounts, payables and receivables
- Preparation of books of accounts and finalization of Accounts
- Preparation of Monthly P&L, BS, Profitability Statement, Value Chain Costing, Investors report
- Preparation of annual accounts and coordinating with Statutory and Internal Auditors.
- Ensuring bills being correctly & promptly analysed, authenticating all payments on timely basis.
- Tracking the expenses with regards to Budget, managing capex of the company.
- Timely submission of returns of TDS, VAT, Entry Tax, Service Tax, GST and payment there-of.
- Dealing with banks and insurance companies- Stock statements, QIS, QMR, UC to bank; disbursement through TL & WL, Renewal of Fixed Deposit & interest, Insurances of the company.
- Processing Payroll of all employees of company, ensuring timely deposit of PF, ESI, PT

Cost Control measures

- Analysis of sourcing losses with regards to FAT & SNF and initiate steps for reduction of the same
- Analysis of Transport Outward Cost with regards to Sales and steps for reduction
- Analysis of Trade Promo Cost vs Sales and tracking of Advertising and Trade Promo expense
- Analysis of Salary cost of various functions across company
- Analysis of Other Expenses of company

Commercial

- Receivable Management
- Debtor's management, Debtor's analysis and gearing up collection and minimize debtors.
- Processing Payroll of all employees of company, ensuring timely deposit of PF, ESI, PT, TDS
- Tracking of logistics cost of the company
- SAP S/4 Hana SD module and FI module user

Company : - **Manas Dash & Co. (C.A. Firm)**
Designation : - **Partner (Aug 2006 to October, 2012)**

Job Role

- Worked in project "Improved Financial Management & Creditworthiness of Bhubaneswar Municipal Corporation (BMC)" as a team lead under JNNURM Program of Govt. of India (Gol) with support of INDO-USAID FIRE (D-III) for conversion of system of accounting of BMC to DEAS in Tally.
- Worked in project "Preparation of Bye-Laws & Regulation of Cuttack Municipality Corporation".
- Worked in Project "Ring Fencing of Public Health Engineering Organization (PHEO) of Bhubaneswar", Orissa along with Deloitte Touche Tohmatsu India Private Limited (Deloitte) for conversion of system of accounting of PHEO to DEAS in Tally.
- Worked in project "Preparation of Financial Statements of Berhampur Municipal Corporation" under the project of UNDP.
- Worked in project "Preparation of Financial Statements of Puri Municipality" under the JNNURM Project of Govt. of India (Gol).
- Worked in project "Preparation of Financial Statements of Sambalpur Municipality" under the project of UNDP.
- Prepared FOP of three cities, Cuttack, Berhampur and Sambalpur under CBDOC Project under ASCI.
- Worked in project called "Capacity Building for Decentralized Urban Governance" under GOI-UNDP Project, which involves assessment of financial position of four municipalities i.e., Puri, Cuttack, Sambalpur and Berhampur focusing on their accounting system, property tax system, city development plan (CDP) and e-governance implementation status.
- Audit assignment of physical verification of stores and spares parts in various stores of Central Coalfields Limited, Ranchi.
- Statutory Bank Audit of Oriental Bank of Commerce.
- Concurrent Audit, Revenue Audits of different Banks, like, Union Bank of India, Axis Bank, Allahabad Bank, Indian Overseas Bank, Bank of India, etc.
- Statutory Audit, Internal Audit, Tax Audits of various Govt. and Private Organizations.

Company : - **A.K. Sabat & Co. (C.A. Firm)**
Designation : - **Qualified Paid Assistant (March – August 2006)**

Job Role

- Statutory Audit, Internal Audit of organizations like: - Southern Electricity supply company of Orissa Ltd.(SOUTHCO), Subsidiary of Reliance Energy Ltd.; Central Electricity supply Utility of Orissa (CESU); Western Electricity supply company of Orissa Ltd.(WESCO); Reliance Petrochemical; Reliance Infocomm; Ortel communication; Cadilla Pharmaceutical; Bhubaneswar Stock Exchange, etc

Company : - **Southern Electricity Supply Company of Orissa Ltd.**
Designation : - **Junior Accountant (July 2004 – March 2006)**

Job Role

- Works relating to preparation of Accounts of Power Sector at Divisional Level.
- Updating books of Accounts & Finalization of Accounts works, attending various types of Audits.
- Income Tax computation & Finalization of I.T Returns of staffs, contractors, etc.
- Preparation of Bank Reconciliation Statement.

Company : - **MDC & Associates (C.A. Firm)**
Designation : - **Paid Assistant (May – July, 2004)**

Job Role

- Statutory Audit, Internal Audit & Accounts preparation of various entities.
- Preparation of project reports.

Core Competencies @Training/Awards

- General Management & Communication Skills given by Institute of Chartered Accountants of India during the batch duration of 1st February 2006 to 15th February 2006.
- Received “Maximum Moo’vers award” at the annual management retreat for the year14/15
- Received “Moo’vers award” for the first quarter of FY 2016-17

Personal Details:

Name : Rashmi Ranjan Senapati
Father’s Name : Mr. Radha Shyam Senapati
Date of Birth : 20th May 1976
Sex : Male
Nationality : Indian
Religion : Hindu
Marital Status : Married
Language Known: **English, Hindi, Odia**
Address :M-28/3, Panchasakha Nagar, Near H.P Gas Godown, Dumduma, PS- Khandagiri,
Bhubaneswar-751019 (Orissa), India.

Declaration:

I hereby declare that all the statements given above are true to the best of my knowledge and belief.

Date :
Place : (Rashmi Ranjan Senapati)