

## CURRICULUM VITAE

**Manas Chandra Sahoo**

Mobile: +91 7416742975

Email: [manaschandrasahu@gmail.com](mailto:manaschandrasahu@gmail.com)

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### Professional Synopsis

- A dynamic professional with over **13. years** of rich experience in Financial Planning, Cash Management, Accounts, Payables / Receivables, Indirect Taxation.
- A dynamic professional with over **5.3 years** of rich experience in Administration, Facilities Management & Process Improvements, Office Operations, Security Facility, and Material Management.
- Hands on experience in the areas of Strategic Planning, Account Reconciliation, Indirect Taxation, Accounts Payable /Receivable, Auditing, MIS & Office Administration.

### Personal Strength

- Communication Skills, Confident & Positive Attitude and quick learner.

### Career Path

➤ **Company: JSV Associates Engineers & Consultants Pvt Ltd. (Corporate Office)**

**Designation:** Manager Accounts & Finance (AP, AR, GL, GST, TDS, ESIC, PF, PT, Indirect Taxation, BS, PNL, Admin & HR Work)

**(Working for NHAI, MPRDCL, APRDC, TSRDC, KRFB and other Construction Companies in India)**

**Duration:** 1<sup>st</sup> Sept 2018 till Date.

➤ **Company: EKA Hospitality Pvt Ltd. (Corporate Office)**

**Designation:** Manager Accounts & Finance (AP, AR, GL, GST, TDS, ESIC, PF, PT & Indirect Taxation)

**Duration:** 19<sup>th</sup> July 2017 to 31<sup>st</sup> Aug 2018.

### Roles & Responsibilities

- Preparing GST, TDS and Vat Calculation of Karnataka, Telangana & Maharashtra.
  - Handling the tax affairs (GST, TDS, PF, ESI Deposit and Return)
  - Handling the Professional Tax of Karnataka, Telangana & Maharashtra.
  - Handling 3 States GST Calculation and filing of return with the help of the local Consultant.
  - Making allocation of tax payment and expenses to individual outlets in time.
  - Timely reconcile of all statutory ledgers of all outlets of Karnataka, Telangana & Maharashtra.
  - Making Internal Audit of store as well as financial with the help of Internal Auditors.
  - Maintaining general accounts posting and entry in **IDINE ERP SOFTWARE (INNOSOLV PRO)**
  - Looking all license Renewal from time to time like Excise, Labour, FSSAI, Police license, etc.
- **Company: Barbeque Nation Hospitality Ltd. (Corporate Office)**
- Designation:** Assistant Manager Taxation (AP, AR, GL, VAT, ST, TDS, ESIC, PF, PT & Indirect Taxation)
- Duration:** Mar-2015 to 17<sup>th</sup> July 2017

### Roles & Responsibilities

- Preparing Service Tax, TDS and Vat Calculation of PAN INDIA.
- Handling the tax affairs (Service Tax, TDS, PF, ESI Deposit and Return)
- Handling the Vat Monthly payment and Returns of 20 State of INDIA.
- Handling the Professional Tax of PAN INDIA.
- Handling 20 States Vat Calculation and filing of return with the help of the local Consultant.
- Making allocation of tax payment and expenses to individual outlets in time.
- Timely reconcile of all statutory ledgers of all outlets of PAN INDIA.

- Making Internal Audit of store as well as financial with the help of Internal Auditors.
- Maintaining general accounts posting and entry in **Microsoft Dynamics NAV**.
- Looking all license Renewal from time to time like Excise, Labour, food, Police license etc.

➤ **Company: Barbeque Nation Hospitality Ltd. (Hyderabad,Telengana)**

**Designation: Regional Commercial Unit Head (RCUH) of AP&TG**

**Duration: 26<sup>th</sup> July-2012 to 28<sup>th</sup> Feb 2015**

**Roles & Responsibilities**

- Maintaining Outlet Monthly Accounts Statement
- Handling All Bank Transactions of Five Branch of Hyderabad
- Maintaining daily regular Petty cash accounts
- Preparing bill receivable and bill Payable and follow-up to sundry debtors.
- Handling the tax affairs (Service tax, TDS,PF,ESI Deposit and Return)
- Handling the Vat Monthly payment and Returns of Three Branch of Hyderabad
- Handling the Professional Tax of Five Branches of Hyderabad
- Making Internal Audit of store as well as financial with the help of Internal Auditors.
- Maintaining general accounts posting and entry in **Microsoft Dynamics NAV**.
- Looking all Administration work Five Branches of Hyderabad.
- Looking all license Renewal from time to time like Excise, Labour, food, Police license etc.
- Preparation of monthly financial reports of Five Branches of Hyderabad.

➤ **Company Name: - GVR Infra Projects Limited**

**Location: - Satna, Madhya Pradesh**

**Designation: - Sr. Executive (F&A)**

**From: 1<sup>st</sup> December 2010 to 24<sup>th</sup> July 2012.**

**Roles & Responsibilities**

- Preparing & maintaining statutory books of accounts, ledgers, debtors/creditors, Bank book, reconciliation of Vendor/Customer accounts & financial statements in compliance with the norms.
- Coordinating with Internal Auditors & Statutory Auditors for Site Audit.
- Maintaining Project office Monthly Accounts Statement & Bank Reconciliation.
- Handling All Bank Transactions of MPRDCL Pkg-12 & 13 (Satna & Siddhi)
- Maintaining daily regular Petty cash accounts
- Preparing bill receivable and bill Payable and follow-up to sundry debtors.
- Handling the tax affairs (Service tax, TDS,PF,ESI Deposit and Return)
- Maintaining general accounts posting and entry in **PACT (CITRIX)**.
- Looking all Administration work of Project Office.
- Monitoring & reviewing the progress of the project with all internal departments
- Preparation of daily, weekly & monthly financial reports of site office.

➤ **Company Name: Sheladia Associates Inc,USA,**

**Location: Hyderabad, Telengana,**

**Designation: Office Manager cum Accountant**

**From: 15<sup>th</sup> March 2006 to 25<sup>th</sup> November 2010**

**Roles & Responsibilities**

- Assisting in preparation of Proposal for various Projects.
- Looking all Administration work of Project Office.
- Preparation of daily, weekly & monthly reports
- Maintaining corporate relations with the new and the existing clients.
- Maintaining Branch Office Monthly Accounts Statement

- Handling All Bank Transactions with Foreign Accounts (IFRC).
- Maintaining daily regular Petty cash accounts
- Preparing bill receivable and bill Payable and follow-up to sundry debtors.
- Negotiating with & finalize Service Agreements with reliable contractors for execution of servicing works as per budgeted parameters. Assist in finalize scope of work, coverage & timings for all AMCs.
- Managing cost effective Procurement of material & equipment through a reliable Vendor base.
- Liaising with Client, Police, Transport Agencies, Landlords, Municipal Authorities and the Electricity Department to facilitate smooth flow of operations.
- Ensuring effective rendering of services including Housekeeping, Security, Transport, Office Equipment, Vehicles etc. to enable smooth flow of day to day operations.
- Arranging and coordinating Meetings, Seminars and Conferences.
- Maintaining Personal files, Data Bank, Attendance Records, Travel Arrangements, Leave Records, Joining Formalities for New Recruits, Issuing Appointment Letters etc.
- Monitoring Office Material Audit and Logistics as well as Site Supervision and coordination.
- Liaising with Insurance Agencies Company for employees Med-claim Insurance.
- Organizing domestic & overseas travel, arranging for accommodation.

➤ **Company Name: - Hotel Log Inn**

**Location: - Hyderabad, Telengana,**

**Designation: - Accountant**

**From: 1<sup>st</sup> March 2002 to 14<sup>th</sup> March 2006.**

### **Roles & Responsibilities**

- Preparing payroll statement
- Preparing monthly report (sales, Expenditure, Cash flow statement )
- Maintaining daily regular accounts
- Preparing bill receivable and bill Payable and follow-up to sundry debtors.
- Handling the tax affairs (Sale tax and Service tax)
- Assisting in other Administrative affairs of the organization
- Preparation of daily, weekly & monthly financial reports
- Sundry Debtors & Creditor reconciliation, Bank reconciliation
- Involved monthly vendor collection review
- Involved Monthly payment schedule of vendor, Term Loans

### **Core Competencies**

#### ❖ **Finance & Accounts**

- Preparing & maintaining statutory books of accounts, ledgers, debtors/creditors, cash & Bank book, reconciliation of Vendor/Customer accounts & financial statements in compliance with the norms.
- Coordinating in preparation and maintenance of P&L Account and Balance Sheet.

#### ❖ **Accounts Receivable**

- Accounting & Controlling all Sundry Debtors
- Preparing Month End Accounts Receivable Aging & other Management Reports
- Processing & Preparing Credit & Debit Notes for Distributors
- Periodic Reconciliation of Sub ledger accounts of Debtors
- Involved in Month end & quarter end closing of books.

#### ❖ **Accounts Payable**

- Processing & Payment of Distributors Incentives Claims
- Processing & Payment of Purchases from Group Companies
- Processing & Payment of Online sales thru our Dealers

- Periodic Reconciliation of Sub Ledger accounts of Vendors

#### ❖ General Ledger

- Preparing quarter end GL schedules for Auditing Purposes
- Periodic review of Customer Advance Accounts
- Handled Bank Reconciliation of All Major Banks
- Accounting & Periodic review of Insurance Receivable of various Insurance Claims.

#### ❖ General Operations / MIS

- Issuing Credit Notes to the Distributors along with channel incentives accounting and data consolidation.
- Scrutinising the Purchase Orders and passing the Vendor Invoices.

#### ❖ Preparing MIS report & Analysis.

#### • Core Skills

- Teamwork and collaboration-oriented, with the ability to work independently.
- Effective communication skills & positive attitude.
- Ability to manage multiple tasks operates within deadlines.
- Ability to learn new technologies and quickly adapt to different work environments.
- Perform upfront reviews wherever required for deliverables and as advised by the team lead.

#### Academic Qualifications

- MBA : Finance & HR : Monad University - 2017
- B.Com : Accountancy (Hons) : Utkal University – 2001
- PUC/ +2: Board of Secondary Education Orissa – 1997
- 10<sup>th</sup> / SSC: Higher Secondary Education Orissa – 1995

#### ➤ Languages Known : English, Hindi, Telugu & Odiya

#### Application Skills

**Operating Systems** : SAP FICO, Microsoft ERP (Dynamic), Tally ERP9, Pact ( Citrix), IDINE ERP Software  
**Packages** : MS Office (MS Excel [VLOOKUP, HLOOKUP, Pivot table, Concatenate, IF Formulas],

#### Personal Details

- **Date of Birth** : 15<sup>th</sup> Feb 1979
- **Father Name** : Biswanath Sahoo
- **Nationality** : Indian
- **Marital Status** : Married
- **Passport No** : G6510141
- **Present Address** : Flat No-201,2<sup>nd</sup> Floor Srinivasa Goud Apt, Sri Krishna Nagar Colony, Near Krupa, Complex, Safilguda, Secunderabad-56, Telengana.

#### Declaration:

I hereby declare that the above furnished information is correct and I am responsible for its accuracy.

**Place:** HYDERABAD

**MANAS CHANDRA SAHOO**