

UTTAM KUMAR JENA

Assistant Accountant

Contact

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Skills

Account Reconciliation



Cash Flow analysis



Tax accounting
specialization



ERP (Enterprise Resource
Planning) software



Account reconciliation
processes



Expense reports



Invoicing and collections



Payroll Processing



- Managed accounts payable, accounts receivable, and payroll departments.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.

Ambitious Accounting Assistant demonstrating strong background in employee expense management and vendor relations. Skilled in managing outstanding invoices to reduce payment time. Eager to fulfill role of increased responsibility to add value to dynamic accounting team.

Work History

2017-02 -
Current

Assistant Accountant

JAGDALPUR MOTORS PVT LTD (TATA MOTORS),
Jagdalpur, Chhattisgarh

- Evaluated employee expense reports and verified accuracy.
- Maintained accurate and complete documentation for all financial department procedures.
- Monitored status of accounts receivable and payable to facilitate efficient processing.
- Reconciled all company accounts, including credit cards, employee expenses and commissions.
- Balanced reports to submit for approval and verification.
- Communicated with suppliers to reconcile invoice payments.
- Completed financial reports to inform managers and stakeholders.
- Reviewed general ledger entries and assessed accuracy.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Provided journal entries and performed accounting on accrual basis.

Bookkeeping

Teamwork

Writing

Microsoft Excel

General Ledger

File Management

Languages

ODIA

HINDI

ENGLISH

Software

Excel

Word

Tally

CRMDMS

- Verified over of cash and credit payments daily.
- Collected and reported monthly expense variances and explanations.

Technician Trainee

SUMI MOTHERSON SYSTEM LTD (MATE), Gurgaon, Haryana

- Examine completed workpieces for defects, such as chipped edges or marred surfaces and sort defective pieces according to types of flaws.
- Read work orders or production schedules to determine specifications, such as materials to be used, locations of cutting lines, or dimensions and tolerances.
- Load workpieces, plastic material, or chemical solutions into machines.
- Start machines, monitor their operations, and record operational data.
- Test and adjust machine speeds or actions, according to product specifications, using gauges and hand tools.
- Scribe reference lines on workpieces as guides for cutting operations, according to blueprints, templates, sample parts, or specifications.
- Lubricate workpieces with oil.
- Clean and lubricate machines.
- Enforce safety and sanitation regulations.
- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.
- Completed daily data updates and submitted information to quality assurance for review and implementation.

Education

2013-08 -
2016-05

High School Diploma

ADVANCED PLASTICS PROCESSING TECHNOLOGY
CENTRE - BALASORE

- Majored in Petrochemical Engineering

2008-01 -

HIGH SCHOOL

Interests

Listening Music

Reading newspaper

Internet Surfing

Accomplishments

- Used Microsoft Excel to develop inventory tracking spreadsheets.

Additional Information

To find a job opportunity which provides a platform to enhance my skills and utilize them for my professional growth and thereby contribute to growth and development of the organization I am working with.