

Tapan Pattanaik

Sambalpur, Odisha, INDIA 10/June/1989

9776177388, 8651102784

tapan.pattanaik10@gmail.com

Summary

Currently I am working as executive-F&A in Electrosteel Steels LTD. of Vedanta Group. I was working as Officer-F&A in Jindal Steel & Power LTD. Qualification - M.COM, MBA(FI), SAP(FICO) & LLB(Cont.)

Education

CSB Zilla School, Sambalpur

2003 - 2004 | Matriculation

Percentage - 1st Class with 68.53%

GM Junior College, Sambalpur University

2004 - 2006 | +2 Commerce

Percentage - 1st Class with 74.30%

GM College, Sambalpur University

2006 - 2009 | B.Com

Percentage - 1st Class with 64.30% and Distinction

GM College, Sambalpur University

2009 - 2011 | M.Com

Percentage - 2nd Class with 59.00%

Punjab Technical University

2013 - 2015 | MBA(Finance)

Percentage - 1st Class

Experience

Electrosteel Steels Ltd.

2016 - till date | Executive - F&A

WORK AT ACCOUNTS PAYABLE

A.I have experienced in processing of different invoices such as:-

- 1- Transportation bill
- 2-raw material bill
- 3-custom bills
- 4-supply bills
- 5-Service bills

B.I have also experienced in clearing of different G/Ls:-

- 1-GR/IR and SR/IR
- 2-Other clearing
- 3-Freight clearing
- 4-Custom clearing

C. Now I am looking after:-

- 1.vendor payment & reconciliation.
- 2.updation of UTR and sending payment advices.
- 3.MIS & Budget preparation are also part of my job till date.
- 4.Also do physical verification of stock.

Jindal Steel & Power Ltd.

2014 - 2016 | Officer - F&A

I have experienced a lot of works in accounts Payable department such as:-

- 1.Processing of transportation bills
- 2.raw materials
- 3.services
- 4.supply
- 5.GL clearing
- 6.Also engaged in MIS, Budget and
- 7.Vendor Payment etc.

Jindal Steel & Power Ltd.

2011 - 2014 | Assistant - CSR

My work profile in CSR department was related to Accounts cum Compliance Works. I was working in livelihood section of that department.

Job Description:-

- 1.Record keeping of daily expenses and incomes and invoicing etc. in Tally Software.
- 2.Opening of Bank Accounts of business units.
3. Applying for PAN Card and TIN numbers and return filling of business units.
4. Complianced for Drug license,Food license,Land lease agreement and pollution control license for respective units.
- 5.Also I was involved in registering Trade Marks and barcodes for different units.

6.I have experienced with different govt.departments such as Sales Tax office Angul,DRDA office Angul, District Medical Angul, Pollution Board Angul,Drug controller Bhubaneswar and MSME, Cuttack etc.

Awards

Electrosteel Steels Ltd.

2016 - 2019 | SHABASH

Jindal Steel & Power Ltd.

2011 - 2016 | GEMS OF JSPL(Twice)

Certifications

SAP(FICO),TALLY,DCA

Interest

Music,Travelling & Reading

Languages

English,Hindi & Oriya

Personal Details

Name - Tapan Kumar Pattanaik

Date of Birth - 10.06.1989

Sex - Male

Married Status - Unmarried

Father's Name - Prasanta Kumar Pattanaik

Father's occupation - Govt. Service

Mother's Name - Nirupama Pattanaik

Mother's Occupation - Housewife

Present Address- At:-Bohidar Gali, Pattanaik Para, Dist:-Sambalpur
State:-Odisha

Permanent Address:- At:-Patanda,Athgarh,Dist:-Cuttack,State:-Odisha

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