

Qualification:B.com, M.com & Rural management

Experience: 6 Years of Experience in Accounts Payables & Receivables & MIS

Notice Period: 15 Days

Current Location: Srikalahasti, Andhra Pradesh

Amir Kumar Pradhan

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Career Objectives: -

- To constantly grow in my career with the growth of the organization by applying my professional skills & expertise
- To understand the business needs & work towards enhancing the performance of the organization.

Overview:-

- Having Experience of around 3 month Kajaria Tiles Pvt Ltd In Accounts, P2P & R2R.
- Having experience of around 5.3years Godrej Agrovet Ltd in Finance, Accounting, Taxation & Financial Analysis, MIS Preparing, Billing of Farmer Raw material, Invoice proceeding & Vendor payment, P2P ,R2R .
- Having experience of around 6month siva Shakti pvt ltd in Internal Auditor for checking of Bills, cash & bank voucher, invoicing, BRS.
- Experienced in understanding the business flows/processes of different clients & their business requirements for the management.
- **Personal traits** include ability to multi task, team player, ability to work in a multi-cultural environment

Qualification:-

- B.com from science college Aska,Odisha2010
- M.com from science college Hinjicut,Odisha 2012
- Rural management from SMIT College, Anksapur, Odisha in 2015

Experience Organization

Organization : Siva sahkti Pvt Ltd (Hyderabad)
Role : Internal Auditor
Duration : January'2016 to June '2016

Organization : Godrej Agrovet Limited
Role : Accounts officer
Duration : July 2016 to Oct 2021

Organization : Kajaria Ceramics Ltd
Role : Accounts Executive
Duration : Nov 2021 to Till Date

Responsibilities:

A) Accounting & Audits

- Responsible for accuracy in day-to-day processing of accounting transactions through SAP under MM, PP,SD & FICO Module and closing of monthly accounts, finalization of Trial Balance.
- Inventory valuation and preparation of monthly stock statement.
- Monitoring statutory dues such as GST, and Income Tax. Ensuring correct deduction, reconciliation & deposit of taxes and timely submission of Tax Returns.
- Budgeting, Variance Analysis of expenses etc.
- Preparation of Bank reconciliation statement, Debtors, Creditors and Inter Branch Reconciliation.
- Accounts payables & Accounts Receivables
- Payroll processing for employees including computation of tax liabilities and devising the salary structure and processing of full & final settlement of employees.
- Internal Auditors
- Establishing of various internal control systems in different department
- Processing of Maturity payments, finding out monthly unpaid liability etc.
- Invoicing & billing of Raw material.
- MIS Preparing.
- Excel sheet work ,V look up ,H look up, Pivot tables work.
- Excel sheet Analysis work doing.

ITS Skills

- Proficiency in working with SAP, Microsoft Word, Excel and Power point.

Personal Information:-

Date of Birth: 15th July, 1990

Permanent Address: Vill/Po-Nalabanta
Via: Nalabanta, Dist: Ganjam, Odisha.
PIN: 761111

Present Address: Kajaria Tiles Pvt Ltd.
Industrial park ,Near srikalahasti ,Thottambedu mandal.
Chittor District,Andhra Pradesh 517642

Marital Status: Married

Language Proficiency: English, Hindi, Odiya.