

SIMANCHALBADATYA

Current City of job -Kolkata

Permanent Add: Aurobinda Nagar,
Near Trinath Temple Old Berhampur,
Berhampur
PIN-760009

Mobile: +91 7992820087;

Mob.No.2: **7064246254**

Email:simanchalbadatyaa@gmail.com

OBJECTIVE

Seeking a position in a reputed Organization and carve a niche for myself by contributing my learning towards the success of the organization in the fields of Accounts, Auditing, Finance and Taxation

EDUCATION

- Completed C A inter in November'2014,with an aggregate of 56.7%
- Bachelor Of Commerce at IGNOU,
- Completed Higher Secondary Education, city college,Berhampur,orissa with an aggregate of 62%
- Completed Secondary Education K.C.Town .High School,Berhampur, odisha with an aggregate of 57%

KEY COM PETENCIES

- Accepting complete responsibility of work done-reporting to partner with overall responsibility as well as manage client relationship
- Communication of thoughts and ideas and appreciating others point of views during finalisation meetings
- Time management and ability to deliver under deadlines-prioritising on work in hand and optimum utilisation of available resources
- Allocation of job between different team members in terms of their experience and competence in the capacity of team leader

Responsibility in current company -DTL ancillaries Ltd

- Preparation Management information System (MIS Report)
- Filing of GST ,TDS ,PF,PT,ESI Etc
- Review of statutory compliances of payroll Work(Tax,PF,Pt,etc)
- Preparation and finalization of Company Accounts & consolidated FS(quarterly& annually)
- Filing and preparation of T.D.S & GST monthly & quarterly Return;
- Review& compliances of Statutory Records and Documents of overall company's
- Preparation and Filing of e-return with Income Tax
- Conduct the Audit (Statutory, Tax & due diligence)

WORK EXPE RIENCE

- Currently working as **Branch Finance manager** in DTL Ancillaries LTD from june18 onwards
- Worked as paid Audit assistant in MSDN&Associates for period of one (1) Year i.e from 1.4.2015 to 31.03.2016
- Worked as account Executive in Buddy Bazar india.pvt.Ltd(E- Commerce) for period of 2 Years i.e 1.07.16 to 10.06.2018

- Worked as an Article Assistant in Chaturvedi & Company from 6th March 2012 to 1st February 2013
- Worked as an Article Assistant in MSDN & Associates From 22nd February 2013 to 29th March 2015

Major Assignments:

- LANCO
- OPG (POWER GENERATION COMPANY)
- ECL (Electrical Casting Limited)
- Standard Chartered Bank
- DTL Ancillaries Ltd
- Ajay Bio-Tech India Limited
- Vilson Particle Board India Limited
- Vilson Roofing Product Pvt. Limited

Nature of Work:

Accounts

- GST Compliances (Return, E-way bill,)
- TDS Return Compliances
- Advance tax Working
- Payroll Compliances (salary, Self assessment TAX of employee, PF, ES, PT, Etc)
- Preparing of Management Information System (MIS Report)
- P/L accounts preparation (Qrtly, half yearly, annually)
- Balance sheet preparation (Qrtly, half yearly, annually)
- Cash Flow Statement
- Consolidation of Financial Statement

Audit

Exposure

- Statutory Audit
- Tax Audit
- Internal Audit
- Stock Audit

COMPUTER PROFICIENCY

- SAP-G/L record, Level 1-Assets, Level 2 Title-current assets, BRS & others New creations of G/L, Regularly Scrutiny and Review of all finance transactions
- Tally, Oracle, Microsoft Office
- Completed 100hrs ITT course from ICAI

EXTRA CURRICULAR ACTIVITIES

- Participating in debate in school
- Participating in school sports

INTERESTS

- Preparing of audit checklist
- Browsing tips for Shortcut for transparency of financial transaction
- TO Practices Excel Sheet Formula And new kind of Excel Sheet Presentation

Date of Birth: 07-01-1989; Languages Known: Oriya, Telugu, Hindi, English and Marathi