

RESUME (MBA IN FINANCE & HR SPECIALIZATION) WITH 15 YEARS WORK EXPERIENCE IN FINANCE & ACCOUNTS DEPT.



PERSONAL DETAILS:

AJIT KUMAR OJHA

C/o – GANGADHAR OJHA

At/Po:- Puruna Baleswar

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D.O.B:- 10th Feb 1985

Nationality:- Indian

Religion:- Hindu

Marital Status:- Married

Language Known:-

Oriya,Hindi,English

Hobbies: - Listening of Songs &
Surfing on Internet.

AREAS OF EXPERTISE:

- Accounts Payable & Receivable work
- Preparation of Block fund Report
- Preparation of Monthly/ Quarterly Business plan
- Income Tax Assessment work
- Bank Controlling
- Cash & Salary Disbursement
- Statutory Compliance
- GST Filling / AP & AR
- Controlling on Overhead Expenses (Budget Vs Actual)
- Knowledge about PF & ESI Work
- Knowledge about TDS & TCS work
- Knowledge about Preparation of SOP
- Knowledge about ABCM(Activity based costing Management)

CO CURRICULAR ACTIVITIES:

- Participation in Ratha yatra programme at Factory premises
- Participate in Annual Sports programme at Factory Premises.

CARRIER OBJECTIVE

- *An accomplished and competent Accounts & finance professional with around 15 years of comprehensive experience in managing finance, Audit, Accounting and Taxation functions.
- *Have functional knowledge in Microsoft tools, SAP, Oracle, and Tally ERP.
- *Demonstrated capabilities in AP/AR & Vendor & Customer Mgt.

KEY SKILLS

- Proactive, positive approach, procedures quickly in all type of Financial Accounting work.
- Ability to adopt new technologies for Accounts Receivable & Payables as and when requires.
- An effective leader with excellent communication, analytical, team building and relationship management skills.
- Proficient in spearheading all General Accounting & MIS and preparing reports thereon.

WORKING EXPERIENCE

- 15 Years of Work Experience

 ACC LIMITED	 BALASORE ALLOYS LIMITED(ISPAT)
Apr'06-Apr'08(2 Years Officer at Marketing & Finance Dept.)	May'08-Till Date (13 Years Officer at Finance & Accounts Dept.)

PROFICIENCY

Having knowledge of

Operating System: Windows 95, 98, 2000, Windows XP, 7, Vista.

Accounting Package: SAP (FICO) as an End User, Tally 9.2, Oracle E.M.S [Enterprise Management Systems] & OASIS (Optimal Accounting Strategy and Information Systems)

Other Packages: MS Word, MS Excel, PowerPoint, Photoshop, Video Editing, Online Marketing.

EDUCATIONAL QUALIFICATION

- M.B.A. (Finance & HR Specialization) from PTU (Punjab Technical University) Jalandhar in 2012.
- DEGREE (B.A) from Fakir Mohan University, Balasore in 2006.
- 10+2 Arts from Fakir Mohan College Balasore in 2003.
- 10th MATRIC from Madhu Sudan High School, Balasore in 2001

TECHNICAL QUALIFICATION

- PGDCA (Post Graduate Diploma in Computer Application) from KRM Infoworld, Balasore 2007.

EXTRA CURRICULAR ACTIVITIES

- Participating of ICWAI Activity based costing certification from the Institute of cost Accountants of India.
- Got 2nd Position certificate in Long jump from Banapani Club
- Got 1st Position Certificate in 1500Mtr Running from Annual District Athletic Meet.
- Got 2nd Position Certificate in Puffing the Short from Annual District Meet.