

# SUNIL KUMAR PATTNAIK

Shanti Nagar, Budharaja  
Sambalpur – 768004, Odisha

Ph. No. +91 8114739039  
e-mail id: teamsas.sunil@gmail.com

## **Brief Introduction:**

Have working experience for more than 18 years in Finance, Accounts & Commercial assignments. Having a good exposure to - Auditing, Accounting, Taxation (GST & VAT), Compliances and Procurement, in service providing firms to manufacturing units viz., CA Firm, Construction & Distillery Unit.

## **Summary of Experience in:**

1. Manufacturing unit – 2 yrs
2. Construction company – 10 yrs
3. CA Firm – 6 yrs

## **Professional Experience:**

### **1. Shanti Construction Sambalpur Pvt. Ltd.**

A Super Class Railway Contractor based in Sambalpur, Odisha  
Since Dec 2019

#### **Manager - Finance & Accounts:**

- |                              |   |                                    |
|------------------------------|---|------------------------------------|
| a. Accounting in Tally ERP   | b. Taxation – GST & VAT                           | c. Stocks / Inventories Management |
| d. Assets / Fleet Management | e. Accounts Payable / Receivable                  | f. Bank Reconciliation Statement   |
| g. Audit Co-ordination       | h. Accounting & Internal audit of Sister Concerns | i. MIS                             |

### **2. Boudh Distillery Pvt. Ltd., Bhubaneswar**

A grain based 60KL Distillery unit based in Boudh, Odisha & HO at Bhubaneswar, Odisha  
June 2016 to June 2018

#### **Senior Manager – Finance, Accounts & Head - Procurement: (2 positions)**

- |  |                                    |  |
|--|------------------------------------|--|
| a. Accounting in Tally ERP   | b. Taxation – Direct & Indirect    | c. Compliances – Govt. Agencies & other Licensing Authorities – IPICOL, SPCB, F&B, etc |
| d. Commercial – Purchase & Works   | e. Stocks / Inventories Management | f. Assets Management   |
| g. Budgeting   | h. MIS                             | i. Accounts Payable / Receivable   |
| j. Bank Reconciliation Statement   | k. Audit Co-ordination             | l. Raising Purchase Orders and aligning the time of delivery to stores                 |
| m. Reconciliation with suppliers' material, including short supply / over supply / rejection |                                    |  |

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## 3. Shree Shankar Infratech Pvt. Ltd., Jharsuguda

Feb 2014 to May 2016

### Assistant Manager – Finance & Accounts

- |                                  |                                 |   |
|----------------------------------|---------------------------------|---|
| a. Accounting in Tally ERP       | b. Taxation – Direct & Indirect | c. Accounts Receivable & Accounts Payable |
| d. Bank Reconciliation Statement | e. MIS                          | f. Assets Management                      |

## 4. SEPCOIII Electric Power Construction Corporation, Jharsuguda

(A Govt. of China Enterprise executing EPC of 4x600 MW IPP of Sesa Sterlite Ltd., Jharsuguda)

Apr 2010 to Dec 2013

### Associate General Manager – Finance & Accounts

- |                                  |                                 |   |
|----------------------------------|---------------------------------|---|
| a. Daily Accounting in ERP       | b. Taxation – Direct & Indirect | c. Accounts Receivable & Accounts Payable |
| d. Bank Reconciliation Statement | e. MIS                          | f. Assets Management                      |
| g. Internal audit                | h. Budgeting                    | i. Supplier Payment Processing            |

## 5. SEPCO Electric Power Construction Corporation, Jharsuguda

(A Govt. of China Enterprise executing EPC of 9x135 MW CPP of Vedanta Aluminium Ltd., Jharsuguda)

Nov 2006 to Mar 2010

### Sr Executive – Finance & Accounts

- |                                  |                                 |   |
|----------------------------------|---------------------------------|---|
| a. Daily Accounting in ERP       | b. Taxation – Direct & Indirect | c. Accounts Receivable & Accounts Payable |
| d. Bank Reconciliation Statement | e. MIS                          | f. Assets Management                      |

## 6. M.K Didwania & Associates, Jharsuguda

CA Firm

Apr 2005 to Oct 2006

### Office Manager

- |   |                                     |                                  |
|---|-------------------------------------|----------------------------------|
| a. Audit of banks, Govt. & private institutions | b. Accounting & Taxation of clients | c. Finalisation & Filing Returns |
|---|-------------------------------------|----------------------------------|

## 7. M. K Kedia & Co., Jharsuguda

CA Firm

Jun 2000 to Mar 2005

### Articled Clerk

- |   |                                     |                                  |
|---|-------------------------------------|----------------------------------|
| a. Audit of banks, Govt. & private institutions | b. Accounting & Taxation of clients | c. Finalisation & Filing Returns |
|---|-------------------------------------|----------------------------------|

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## Education:

1. B. Com (Hons) from LN College, Jharsuguda in 2000
2. +2 Science from BJB College, Bhubaneswar in 1996
3. Matriculation – ICSE from St. Mary's Convent School, Jharsuguda in 1994

## Personal Details:

1. DOB: 21<sup>st</sup> Dec, 1978
2. Married

## Declaration:

I hereby declare that the above statement is true & correct to the best of my knowledge.

**Sunil Kumar Pattnaik**