

# Resume Of Prabin Ku. Samal

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**Mr. Prabin Ku. Samal**

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## **CAREER OBJECTIVE:**

Diligent administration professional, offering experience of 10+ years, Previously worked with INCO COLOURS OF INDIA keen strategist, adept at creating innovative strategies and formulating administrative policies for accelerated growth of the organization. Possesses the competence to complete the work assigned without compromising on quality under all circumstances using a combination of organizational and presentation skills. Focused and pragmatic with excellent interpersonal and communication skills; competent to work in highly diverse environments with people from varied backgrounds. Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks, whilst managing the diverse range of function from multiple sources.

## **SUMMARY:**

An MBA (Finance), with Commerce Post Graduate (Accounts and Taxation) with total 10+years of work experience in different area.

Currently working at Jay Ambe Charitable Trust and also Sanatan International School since DTD. May-2023 to Continuing. Job Role Accounts And Administration . Handling accounts and administration part.

Previously worked at INCO COLOURS INDIA PRIVATE LIMITED. ANKLESHWAR Unit.

## **PROFESSIONAL EXPERIENCE:**

### **1. At INCO Colours India Private Limited. As an Accounts Cum Administration Executive Since from APR-2013 To AUG - 2021.**

- Handling Accounts Related Work. Checking entries, postings, helping in internal audit systems as well as external audit system.
- Daily Petty Cash Handling and regular closing in accounting systems.
- Preparing Invoices/Dispatch materials coordinating with marketing team/Sending Debtors report for collection by coordinating with marketing team. Etc.
- Checking and follow up for ensuring regular govt. return filing. Like GST RETURN/GST Reconciliation, etc.
- PF & ESI Returns Filing. Etc.
- Handling Company HR. POLICIES.
- Handling Purchasing of Materials/Checking and posting the Bills regularly/Checking Credit Periods/Handling Vendors etc.

- Liasoning with Govt. Officers/Vendors etc.
- Office administrative works.
- Preparation of Final accounts (Profit And Loss Accounts, Balance Sheet), Bank Reconciliation of Statement, etc.

**1. Worked with INFLUX SECURITY SERVICES (P) Limited. Berhampur Odisha. as an Operation Manager from 1<sup>st</sup> February,2010 to November 05,2011.**

**Job Profile:**

- Handling accounts and administrative related matters
- Ensuring daily cash closing
- Liasoning with client- government and private
- Preparation of Final accounts (Profit And Loss Accounts, Balance Sheet), Bank Reconciliation of Statement,
- Analysis and Restructuring of Financial Statements, Projection of Financial Statements.
- Office Administrative.
- Security project handling by our respective clients by on-site visit. Analyzing, Estimating, People Handling, etc.
- Prepare of EPF, ESI, Challans, Service Tax Challans, Billing, TDS. Calculation, Bank Reconciliation, Accounts Management, Staff Handling, etc.

**2. Blue Hawk Security Services Pvt. Limited. As a Manager (Accounts/Administrative) from 25<sup>th</sup> July2009 January 25<sup>th</sup>. 2010.**

**Job Profile:**

- Verification of all the financial transaction
- Preparation of Final accounts (Profit And Loss Accounts, Balance Sheet), Bank Reconciliation of Statement,
- Analysis and Restructuring of Financial Statements, Projection of Financial Statements.
- Office Administrative.
- Security project handling by our respective clients by on-site visit. Analyzing, Estimating, People Handling, etc.
- Prepare of EPF, ESI, Challans, Service Tax Challans, Billing, TDS. Calculation, Bank Reconciliation, Accounts Management, Staff Handling, etc.

**3. Organization: Mishra Audit Firm. Sambalpur.**

Designation : Auditor

Duration : From Nov 2001 Till Feb 2004

**JOB Description:**

- Verification of all the financial transaction
- Preparation of Final accounts (Profit And Loss Accounts, Balance Sheet), Bank Reconciliation of Statement,
- Analysis and Restructuring of Financial Statements,

- Projection of Financial Statements

### **TRAINING EXPERIENCE:**

#### **During MBA MRP (Management Research Program):**

**Project Title** : A report on EMERGING TREND IN GLOBAL BANKING SYSTEM AND INDIAN BANKING SYSTEM WITH SPECIAL REFERENCE BASEL ii ACCORD

**Project Area** : Credit Risk Management

**Company** : Internal project (Under the Guidance of my College Faculty)

**Duration** : 3months

#### **Project Summary:**

- How the Indian Banks and Global Banking system functions under the BASEL II Norms.
- How the BASEL II norms help banks in having control over RISK by Risk Identification, Quantitative Risk Measurement, Risk Mitigation, Minimum Capital Allocation etc.

#### **During MBA: Summer Internship Program (SIP)**

**Project Title** : A Study On Vijaya Bank s Lending Facilities to the Credit Priority Sector And Government Sponsored Schemes.

**Project Area** : Credit Priority Sector

**Company** : Vijaya Bank. Head Office. Bangalore.

**Duration** : 4 months

#### **Project Summary: -**

- Figuring out issues/challenges affecting the Bank s business performance under Credit priority sector as per government policies.
- Analysis of various financial reports of sick companies across industries coming under the credit priority sector.
- Suggesting measures to the Bank management to overcome such problems.

### **PROFESSIONAL QUALIFICATION:**

Two-year full time MBA / PGDBM (Finance) from ICFAI Business School Bangalore. 2005-2007.

### **ACADEMIC QUALIFICATIONS:**

M. Com. (2002) G.M. College (Auto.) College. Sambalpur. Affiliated to Jyoti Vihar University. Sambalpur, Orissa.

B. Com (HONS.) (1999) G.M. (Auto) College. Sambalpur, Affiliated to Jyoti Vihar University. Sambalpur. Orissa

**Computer Skills:** MS Office, Prowess Data Base, Industry Analysis, SPSS, TALLY ERP 9/ SAP FI/CO.  
**STRENGTHS:**

- Positive attitude
- Committed work
- Ability to lead from the front

**PERSONAL DETAILS:**

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Date of Birth: 15<sup>th</sup> July 1978  
Gender: Male  
Nationality: Indian  
Languages Known: English, Hindi and Oriya.

**DECLARATION:**

I hereby declare that the all the information furnished herein are true and correct to the best of my knowledge and belief.

T hank You

Date:

Place : ANKLESHWAR

(Prabin Kumar Samal)