

CURRICULAM VITAE

Rakesh Kumar Mohanty

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Career Objective

A result-oriented, energetic professional over 13 years of experience in Finance and Accounting methodologies and practices. Diplomatic and tactful skilled in interpersonal interaction. Well versed in MS Office, Tally and have a good working knowledge in SAP. A quick decision-maker, flexible, and adaptive. Expert in preparing financial record of asset, liabilities, profit and loss, and other financial activities. Expertise in GST, TDS, ITR, PT. Knowledge of identifying and correcting discrepancies.

Skills

- Knowledge of financial accounting, budgeting, reporting, advising, and preparing final accounts.
- Able to handle general ledger, cash accounting, vendor ledger reconciliation, bank reconciliation, depreciation and audit related activities.
- Able to maintain expense reconciliation and petty cash management.
- Well-developed analytical skills and expertise preparing financial reports.
- Strong background in bookkeeping including account payable and account receivable.
- Expertise in Tax preparation and filings like GST, TDS, ITR, PT.
- Proven ability to handle multiple task at a time.

Academic Qualification

- Bachelor of Commerce from UTKAL UNIVERSITY, Odisha in 2007.
- Intermediate from NIMAPARA COLLEGE, Odisha in 2004.
- H.S.C from NAYAHAT HIGH SCHOOL, Odisha in 2002.

Technical Skills

- Proficient in using MS Office components like Word, Excel, and PowerPoint.
- Operating System like Windows and Linux
- Accounting Package like ERP Tally Prime and SAP.
- Proficiency using Google Apps Suite like Gmail, Chat, Drive, Docs, Sheets, Slides.

Professional Certification

- Tally Prime, SAP ,PGDCA

Professional Experience

SkillStride Consulting Pvt.Ltd, Bengaluru, Karnataka,(5th Feb, 2024 to till)

Designation: Senior Accounts Manager

Roles and Responsibilities

1. Financial Management:

- Utilize my expertise to oversee and manage financial operations, ensuring adherence to accounting principles and regulatory requirements.
- Execute month-end and year-end closing processes with precision, contributing to the preparation of accurate financial statements.

2. Financial Reporting:

- Apply my skills in preparing and analyzing monthly, quarterly, and annual financial reports for each entity.
- Collaborate seamlessly with cross-functional teams to deliver timely and accurate financial reporting.

3. Taxation:

- Manage the intricacies of taxation, from preparation to filing of tax returns like GST, TDS, PT, ensuring full compliance with local, state, and federal regulations. Stay updated on changes in tax laws, providing proactive insights into potential impacts on financial strategies.

4. Audit Coordination:

- Lead and coordinate external audits, showcasing my ability to provide necessary documentation and address audit inquiries effectively.
- Establish and maintain robust internal controls to safeguard financial assets.

5. Bank Reconciliation:

- Apply my attention to detail in conducting regular bank reconciliations to ensure the precise recording of financial transactions.
- Resolve discrepancies promptly, maintaining the accuracy of financial records.

6. Financial Analysis:

- Leverage my analytical skills to conduct comprehensive financial analysis, offering valuable insights and recommendations to support strategic decision-making.
- Contribute to the development of budgets and forecasts, monitoring variances and suggesting corrective actions.

7. Guiding and Mentoring Junior Accountants:

- Assisting in the training and developing of junior accountants, providing guidance on best practices and resolving complex accounting issues.
- Conducting performance evaluations and offering constructive feedback to improve the team's overall performance.

Subrat & Co CA Firm, Bhubaneswar, Odisha (15th April 2018 to 31st Jan 2024)

Designation: Audit and GST Executive

Roles and Responsibilities

- Responsible for overseeing the filing of returns, Input Tax Credit Reconciliation, payment of GST overseeing ensuring timely compliance, preparing and maintaining books of account, and reconciling of financial statements in compliance with norms.
- Responsible for timely filing of accounts and statutory filings like GST, TDS, etc.
- Handled all GST related matters like notices, compliances.
- Representation before the GST department for various GST matters.
- Advice and support clients on GST Matters.
- GST audit and assurance services.
- At the instruction of the taxpayer, cancel, amend, and revoke their GST registration.
- Assists in new GST registration by providing guidance on the registration process and the documents required for registration.
- Participate in various audit programs such as Government projects, NRHM projects, and Bank audits.
- Conduct financial statement audits to assess whether the financial statements present a true and fair views of Organization's financial position, performance, and cash flows. Examine financial records, transactions, and supporting documentation to verify the accuracy, completeness, and validity of the reported figures. Analyze the organization's accounting policies, assess the appropriateness of estimates, and ensure compliance with applicable accounting standards.
- Preparation and verify the accounts of various clients, organizations, firms, etc.
- Assist in Preparing of Balance Sheet and PL accounts various organizations.
- Assisting with the preparation of year-end accounts and statutory accounts, examining financial records to check for accuracy.
- Maintaining day to day financial records of firm through Accounting Software.

UNOSIS IT Solutions, Bengaluru, Karnataka (1st Sep 2016 to 31st March 2018)

Designation: Finance & Accounts Executive

Roles and Responsibilities

- Manage all accounting transactions like Invoice processes both sales and purchases.
- Reconcile accounts Payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns statements.
- Responsible for timely statutory filings like GST, TDS, Advance Tax payments.
- Handle monthly, quarterly and annual closings.
- Prepares various financial reports for audit.
- Manage balance sheets and profit/loss statements.
- Recording day to day business transactions in accounting software.
- Preparing asset, liability, and capital account entries by compiling and analyzing account information.
- Create timely and accurate accounting reports and present them to company's executives and senior management.
- Secures financial information by completing data base backups.

Aspire iTECH Solutions, Odisha, USA (10th May 2013 to 31st July 2016)

Designation: Finance Assistant

Roles and Responsibilities

- Perform data entry and accurately input financial transactions into accounting software
- Process and manage invoices and expense reports.
- Assist with the preparation of financial data bases and filing systems.
- Assist with the maintenance of financial statements and reports.
- Reconcile bank accounts and other financial accounts.
- Assists with the preparation and coordination of audits and other financial assessments.
- Prepare payments for employees.
- Track and reconcile bank statements.
- Record accounts payable and accounts receivable. Track of incoming cash flow and issue.

SHREE ANAND AGENCIES, Odisha (20thJuly 2011 to 15thAug 2013)

Designation: Accountant

Roles and Responsibilities

- Maintain, manage and record day to day transactions.

- Prepare, maintain and manage general ledger accounting.
- Inspects, verify and reconcile accounts receivable records and its balances.
- Coordinate with sales team in collecting customer balances.
- Manage office expenditure.
- Maintain, manage and update records of all inventories.
- Perform reconciliation of banking transactions.
- Prepare various financial statements and records periodically.
- Maintains and makes necessary adjustments to various records such as journals.

Yes Sir Facility & security, Bangalore (2nd Apr 2009 to 30th June 2011)

Designation: Account Officer

Roles and Responsibilities

- Prepare financial statements, including monthly and annual accounts.
- Recording of day to day financial transactions in accounting software.
- Managing company's accounts payable and receivable.
- Preparation of BRS.
- Sending bills and invoices to clients.
- Tracking organization expenses and maintain records of business costs such as material and labour.
- Maintain accounting records and prepare accounts on ERP software

Personal Information

Nationality	Indian
Marital Status	Unmarried
Languages Known	English, Hindi, Odia
Fathers Name	Rabi Narayan Mohanty
Date of Birth	7 th May 1987

Strengths:

Self-learner, Result oriented, Analytic approach, Team Spirit, Positive Relationship, Self-confidence & hard work.

Declaration

I hereby declare that all the above facts are true to the best upon my knowledge.

Place: Karnataka, Bangalore

Rakesh Kumar Mohanty

Date:

