

Raj Ranjan Mishra

Contact No.: +917205058494

Email ID:rajmishra2754@gmail.com



Profile Summary

- A strategic thinker with excellent knowledge in numbers and financial terminologies and skilled in allocating the budget precisely having rich experience of 17 years in the field of Accounts, Finance and Taxation.
- Extensive knowledge of keeping records, books of accounts and track the financial transactions.
- Proven track record to maximize the business opportunities.
- Skilled in budgeting and maximizing the profit.
- In depth knowledge in accounting and taxation field and experience in taking analytical decisions, seeking a challenging position in a reputed firm.

Personal Qualities

- Strong in numbers and having remarkable logical and analytical skills.
- Excellent communication skills in verbal and written both.
- Ability to control and supervise the persons.
- Good Team Player, a strong motivator and ability to do the work before the deadline.
- Good planning and prioritizing skills to manage a varied and pressurized workload.
- Diplomatic and persuasive, able to build objective lines of argument/rationales for action and present viewpoints assertively.

Computer knowledge

- Well versed in use of MS office
- Tally ERP , SAP R/3 FICO/MM/SD Module.
- Internet savvy.

Key Responsibilities Handled

- Consolidation and evaluation of financial data
- Preparing Bank Reconciliation Statements and monthly MIS reports
- Taking care of GST, TDS, PF, ESIC, loan, etc. and preparing invoices and memos
- Presenting the reports to the higher authorities.
- Book keeping and updating records on daily and weekly basis including ledgers.
- Monitoring cash to avoid unnecessary expenses.
- Handling accounting operations, including A/R, A/P, financial statements and analyzing reports for company's operations.
- Prepared quarterly balance sheet and reviewed the same with company management.
- Plan and execute month/quarter/annual closure schedule.
- Facilitate to get third party confirmations like Receivable / Payable, bank, and Intercompany.
- Monitoring the day to day transactions with banks
- Ensure timely submission of invoices and collection of open receivable.
- Ensure reclassification and accounting of wrong or unaccounted entries prior to GL close
- End to end co-ordination with Statutory Auditors, Accounts team, tax team, Company Secretary and business units to complete the Statutory Audit.
- Complying with all statutory and legal obligations
- Preparing budgets, analyzing variances on regular basis and initiating corrective actions.
- Monitoring revenue and expenses..

Audit Experience

- FMG(Kharagpur), Priya Food Products Limited, Kesoram Rayon, Mizoram Handloom & Handicrafts Development. Corporation,Ralson(India) Limited, Kusum Steels etc.

Achievements

- Participated in training programme ‘Re-Ignite’conducted by Tata Docomo,Odisha.
- Got certification in “QUICK” Improvement Methodology by successfully completing a project titled “Trade Satisfaction”from Tata Teleservices Limited.
- Successfully completed the web based training on the Tata Code of Conduct.
- Successfully imparted training on e-SSTA to the channel partners across Odisha circle of Tata Docomo.
- Awarded Star of the Month twice and Star of the Quarter once for achieving the target turnover (Primary sales).
- Got National Scholarships in Standard VII and H.S.C examinations in state and got Distinction in B.com examination conducted by Utkal University,Odisha.

Employers

- Working as Finance Head in Amit Iron Private Limited – (June 2015-Present)
- Worked as Assistant General Manager(Finance) in SJ Developers and Housing Private Llimited- (December 2013-May 2015)
- Worked as assistant manager-business finance in Tata Teleservices Limited- (June 2009-November 2013)
- Worked as senior accounts executive in Infosys Technologies Limited-(October 2007 to June 2009)
- Worked as Accounts Manager in Akshaya Patra Foundation-(March 2005 to September 2007)
- Worked as Senior Accounts Executive in Bhushan Limited-(September 2003 to March 2005)

Academic Qualification

- MBA in Finance. From Vinayak Mission University with 52% marks in 2005
- CA (Intermediate) from Institute of Chartered Accountants of India in 2007
- ICWA (Inter-II) from Institute of Cost and Works Accountants of India in 2005.
- B.Com (Hons) from Utkal University with 73% and Distinction in 1992.
- H.S.C from Board of Secondary Education, Odisha with 77% in 1987.

Extra Curricular Activities

- Represented TTSL, Infosys and SJ Developers cricket team in various tournaments,

Personal Details

Date of birth	:	16.06.1972
Father's name	:	Shri Antarjyami Mishra
Languages known	:	English, Hindi, Odia & Bengali
Permanent address	:	Khakimatha Nuasahi,Near Gundicha Temple Puri- 752002,Odisha