

• Contact

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• Skills

Account reconciliation
specialist

Tax Reconcillation

SAP

CIMS

MS Office Suite

Bookkeeping

Internal Audit

• Software

SAP

LOTUS

MS OFFICE

TALLY ERP 9

CIMS



Kiran Kumar Behera

Accountant

Knowledgeable accounting professional bringing 3.2 years of experience in construction industry. Successful at revamping and strengthening controls, reorganizing processes and simplifying procedures to maximize efficiency and accuracy of accounting records. Experience in CIMS and [SAP](#). Excellent reputation for resolving problems, Audit report, and driving overall operational improvements.

• Work History

2020-12 –

Current

Junior Account Assistant

Randstad India Pvt Ltd, Bhubaneswar

Client-Orissa Bridge and Construction Corporation Ltd-Government of Orissa, Works Department

- Strengthened financial management processes to bring errors to near-zero in reporting and general bookkeeping.
- Completed daily cash functions like account tracking, payroll and wage allocations,
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.

2019-12 –

2020-12

Accountant

Hajee A.P Bava Construction Pvt Ltd, Udaipur,
Rajasthan

- Strengthened financial management processes to bring errors to near-zero in reporting and general bookkeeping.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and

• Languages

Hindi
English
Odia

banking reconciliations.

- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Proactively researched technical tax issues related to consulting projects.

2018-12 -
2019-11

Internal Auditor

AMULYA ASSOCIATE IN ASSOCIATED WITH TATA STEEL LTD, JAJPUR ROAD, ODISHA

- Performed strategic planning, execution and finalization of audits.
- Investigated discrepancies discovered during auditing process.
- Prepared suitable reports on risk and information gleaned from audits and distributed to appropriate personnel.
- walkthroughs for compliance with documented processes.
- Implemented all auditing information into spreadsheets utilizing.
- Identified and reported audit issues.
- Ensured compliance with JUSCO LTD and [TATA STEEL LTD](#) regulations.
- Recommended new methods to improve internal controls and operating efficiency.
- Produced audit reports.

• Education

2013-04 -
2015-04

Intermediate: Intermediate in Commerce

Ravenshaw Junior College - Cuttack

2015-04 -
2018-06

Bachelor of Commerce: Accountancy

Utkal University - Bhubaneswar

- Graduated with 6.96 CGPA

Kiran Kumar Behera
Signature