



NIRANJANA BEHERA
(CA-Inter, M. Com, CA Final Continue)



+91- 8249154870



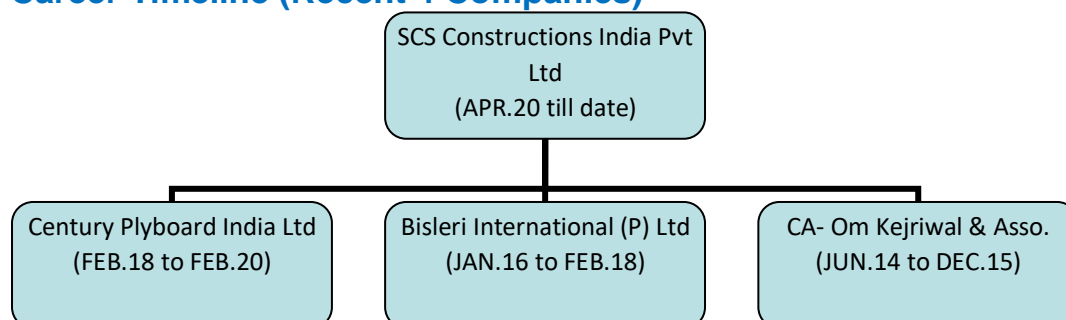
: beheraniranjana828@gmail.com

A versatile post Graduate with Inter CA having +8 years of profound experience in **Accounts, Taxation (Direct tax & Indirect tax), Budget, MIS, Audit etc.** Technically good in Tally, MS Excel/Word. Good communicator, Flexible and adoptable to different working environment.

Executive Profile

- **A competent post-graduate with rich experience in Accounts up to Finalisation**, contributes to company's growth through, supervising day to day accounts of the company till finalisation of the books of accounts. Create & maintain a healthy working environment & team spirit with subordinates in order to get maximum output.
- **Statutory Compliances within the time bound**, like computation of periodical tax liabilities (e.g., GST, TDS, Advance Tax, Professional Tax, etc.) payment of tax and filing of returns on or before the due date. **Likewise, preparation of documents for compliances against any Notice, Orders** received from any statutory departments like GST, Income Tax, Professional Tax, and Service Tax etc.
- **MIS and closing of books** Monthly financial report, Like **Budget Vs Actual**, settlement of "Advance to Suppliers", other monthly closing reports i.e., Provision of expenses and revenue, BRS, Cash verification Certificate etc.
- **Coordinate with Statutory Auditor** with an object to complete the audit in time, compliance of audit findings and implement suggestions of Auditor for the betterment or transparency in the books of accounts of the Organisation.
- **Complete all ROC related returns** in coordinate with the Company Secretary.

Career Timeline (Recent 4 Companies)



Core Competencies

- **Accounts, Taxation**

Education & Credential

Ca Final : Pursuing
CA (Inter) : From ICAI, New Delhi – 2015
M.Com : From Utkal University, Odisha – 2010
B.Com : From Utkal University, Odisha – 2007

Computer Competencies:

Tally : EPR.9, Prime, etc Accounting Software +8 years.
MS Excel : Good working knowledge.

Professional Highlights (Recent 3 companies)

Apr.20- Till Date: SCS Constructions India Pvt. Ltd, Bhubaneswar as Manager- Accounts & Taxation.

It is involved in Civil Construction of different Government (Center, State & Local Authorities, etc.) schemes like Road, Canal, Drain, etc. The turnover of the company and its allied companies is around 100 Crores.

- Compliances against any Notice, Orders received from any statutory departments like GST, Income Tax, Professional Tax, and Service Tax etc.
- Supervise day to day accounts of the company till finalisation of the books of accounts. Create & maintain a healthy working environment & team spirit with subordinates in order to get maximum output.
- Periodical statutory compliances like computation of tax liabilities (GST, TDS, Advance Tax, Professional Tax, etc.) payment and filing of returns on or before the due date.
- Coordinate with Statutory Auditor with an object to complete the audit and finalise books of accounts in time, compliance of audit findings and implement suggestions of Auditor for the betterment of the Organisation.

Feb.18 – Feb.20: Century Plyboard India Ltd, Bhubaneswar as Manager Accounts.

A company involved in manufacturing of ply boards with an annual turnover of more than 10000 crores.

- Being the Manager Accounts I was involved in preparation of Balance Sheet, Cash Flow Statement, etc.
- Proper verification, approval of vendor bills, admin. Expenses in line with concerned PO/WO and processing for payment and timely entry in Tally.
- Monthly financial report, settlement of “Advance to Suppliers”, other monthly closing reports i.e. Provision of expenses and revenue, BRS, Cash verification Certificate etc.
- Coordinating with Auditors to complete the branch audit in time and timely closure of books of accounts.

Jan.16 – Feb.18: Bisleri International Pvt. Ltd., Bhubaneswar as Junior Manager Accounts

It is involved in Manufacturing & Trading Business of drinking water and beverages with annual turnover of more than Rs.500 Crores.

- Involved in day-to-day accounting entries of expenses, bills etc.
- Preparation of BRS other MIS
- Directly reporting to the Sr. Manager Accounts.

Jun.14 – Dec.15: Om Kejriwal & Associate (CA-Firm), Bhubaneswar as Sr Audit Staff

It is a CA firm with good client base across the country, I was working as fulltime Audit staff.

- Involved in audit of client books of accounts with team up to finalisation of Balance Sheet.
- Tax audit, Bank Audit, Stock Audit etc

Personal Details

Date of Birth: 7th May 1987

Address: Plot No-4452/6975, Jharana Sahi, Badagada, Bhubaneswar, Odisha- 751018.