

CURRICULAM VITAE

Current Address:

PRADIP KUMAR KHANDUAL

Plot No 408. Lane No 7

Nuasahi, Nayapalli

Bhubaneswar, Orissa.

India - 751012



Permanent Address:

PRADIP KUMAR KHANDUAL

At/ Po- Aragal, PS- Aul

Via- Gobindpur Kutchery

Dist- Kendrapara

Bhubaneswar, Orissa.

India - 751012

Total Experience 16 Yr (in Accounts & Audit)

CONT NO: **8093380945, 9348547709**

E-MAIL [**pravaspradip@gmail.com**](mailto:pravaspradip@gmail.com)

Objective: - To work in every challenging environment keeping in mind to give 100 % of my practical experience of accounts & audit from trading, manufacturing and service industry & excellent analytical ability to achieve the organizational goal smoothly

Professional & Educational skill: -

- CA(Chartered Accountant) Inter Pass, Final Appearing.
- Cost Accountant, Inter Pass, Final Appearing
- Passed B. COM (A/c Hon's) from Utkal University in 1st Class, Hon's with distinction (68.1%)
- Passed Intermediate in commerce from CHSE Orissa.
- Passed Matriculation from BSE Orissa
- **Certificate in Insurance Business & Risk Management**
- Successfully completed computer training & online test conducted by Institute of Chartered Accountants of India, EIRC Kolkata.

Computer knowledge: PGDCA, (Ms Word, Excel. Power Point.) Tally All Version, Excellent computer skilled since lat 16 year, ERP (Finsol HMS)

PRESENT JOB DETAILS.

- As **Chief Finance Officer** at ARUDIP MANAGEMENT PVT LTD. Bhubaneswar, Since 10th March 2023

ARUDIP MANAGEMENT PVT LTD has a Manufacturing Plant for Plastic Laminated Sheet at Jajpur, Odisha, Its office is at Bhubaneswar. And It has Other Business Vertical like Tax Consultancy work at Bhubaneswar (Like GST , Income tax and TDS)

- Financial planning, financial projection.
- Smooth Completion of GST registration , return filing , TDS, Income tax
- Bank Loan Processing , Asset Purchase and Sales Strategy Also, ,
- Entire accounting process handling, cash position monitoring,
- Ensuring Accounts Reconciliation, (Banks, Doctors and Venders)

Reporting to Managing Director.

PREVIOUS WORK EXPERIENCE:

As **Chief Finance Officer** at **Trinity Neuro Hospital and Trauma centre**, A Unit of Sanchi Mediatics Pvt, Bhubaneswar, Since 1st October 2016 to 3rd March 2023

- Financial planning, financial projection equity and debt funding.
- Monthly finance planning, and ensuring time completion of financial transaction.
- Entire accounting process handling, cash position monitoring,
- Ensuring finance compliance like TDS, GST and Income Tax work as per requirement.
- Ensuring Accounts Reconciliation, (Banks, Doctors and Venders)

Over all supervision of the Bank Loan Sanction and Cash Credit enhancement and Smooth Operation of Business.

I had worked as Finance Manager in Shreejew Health Care Pvt Ltd.

Shreejew healthcare pvt ltd – The is a private limited company looking after the management of the College name - International College of Rehabilitation science , A College of Physiotherapy,)

Reported to Managing Director

I had worked as Incharge-, Audit & Finance Compliance In Medica Pharmacy Pvt. Ltd. Kolkata.(A subsidiary Company of *Medica Superspecialist Hospital Pvt Ltd.*).

About the Company: Medica Pharmacy Pvt Ltd is a subsidiary company of Medica Super specialist Hospital Pvt Ltd having its registered office at Survey Park, Mukundapur.kolkata, It has 65 outlets of retail chain of medicine (Operating through online software and centralized control system.) , in Kolkata, Dhanbad, Bhubaneswar ,Cuttack & Siliguri along with three Hospitals in Kolkata.

Reported to Managing Director.

Roll in the Organisation

- All types of accounts in day to day business.
- Reconciliation between, bank statements and credit sale, DC stock and Outlet stock,
- Analysis of branch wise sale and its BEP sales for Target.
- Calculation of TDS, Service Tax, VAT, Advance Tax & Deposited the same within due date.
- Filing of VAT return, ST return, in timely.
- Preparation of form 3A, 6A, for PF Annual Calculation
- Calculation of monthly PF, ESI, preparation of form 12A, form 10. form 5 and ensuring the filing of the same within Due dates to PF Dept
- Trade License registration & Renewal
- Drug License Registration & Renewal
- Shop & Establishment Registration.
- Also handling change in constitution of the business.
- Conducting Internal Audit of the company with five subordinates. .
- Conducting Monthly outlets audit in Kolkata, Siliguri,

- HR audit
- Handle all types of Insurance matter like Fire, Burglary, Fidelity and Cash.

CA Firm Experience:

3.5 years of Work experience in CA firm (Kalyana Sundam & Associates & B.N Das & Associates) from 2006 to 2009. for both India & Bhutan as Audit team Manager for internal Audit as well as statutory audit for various clients, preparing final account. Calculation of FBT, TDS, Direct Tax, IT return filling, Ledger scrutiny. Monthly MIS preparation, conducting tax audit, Making form 3-CD, Audit report, giving consultations on accounting system, documentations & Taxation. Expert in Hospital Audit along with preparing final accounts & Audit report.

I had Conducted Audit in Following Organization un Behalf of Kalyana Sundaram & Associates, Chartered Firm along with my subordinates

Medica Hospital Pvt Ltd, EM By Pass, Kolkata

Medica Pharmacy Pvt. Ltd, Survey Park Kolkata

Medica North Bengal Clinic. Siligudi.

DM Hospital & Cancer Research Center, Thakurpukhur Kolkata

Garia Hat Kedney care Center. Gariahat, Kolkata

Royed Nurshing Home. Rayed Street , Kolkata

Bengal Artisan & Craft Company Limited. Salt lake Kolkata

Tata Tele Services, BI Park salt lake, Kolakata

Eastern Bhutan Ferrosilicon Limited, Bhutan

Eastern Bhutan Coal Company Limited, Bhutan

Sherja Equipment Hiring Unit, Bhutan

Key Skill: - I am very much familiar with Accounting & Auditing System. I can add value to the in following way

- All Accounting Work.
- Internal Auditing.
- Department wise MIS Preparations
- Expiry management In Pharmacy
- Internal control Setting
- Meeting various Legal Compliance within Prescribe time schedule. Like TDS ,VAT, Service Tax, PF, ESI, Renewal of trade license & Drug License
- Cash Management
- Financial Planning & Budget Preparation
- Conducting External Audit, Internal audit and Tax planning,
- Making ledger scrutiny, and giving accounting consultation,
- Making bank reconciliation, and Calculation of TDS, PF ESI ,
- Online & offline tax return filling, TDS return filling, Making PAN Application etc.

MY STRENGTH

I am a hard worker boy since my childhood. Having excellent knowledge of all type of accounting works, Very good exposure of ledger scrutiny and analytical skills for booking of various ledger under different heads. Having experience in making good quality MIS for better decision making, Master in excel sheet.

Personal details: -

Name : -Pradip Kumar Khandual

Date of birth : - 5th April 1985

Marital status : - Single

Nationality : - Indian

I hereby declare that all the above information given is true and correctly stated.

DATE:

LOCATION:

PRADIP KUMAR KHANDUAL

Signature of the candidate