



BIKASH CHANDRA JENA

Achievement-driven professional targeting assignments in Finance & Accounts with an organization of repute



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Profile Summary

- **Progressive Accounts & Finance leader with over 12 Years' of expertise in Branch Handling , Branch Auditing, Accounts Receivable & Accounts Payable Mgt., Branch Administration, Statutory Compliance, Vendor/Customer Management, Banking, Cash Flow, Fund Flow, GST & TDS Return& Other operational matters, GL Scrutiny, Zonal Commercial Controller-North India etc.**
- Experience in managing overall accounting functions entailing maintenance of books of accounts, finalization of accounts, and compliance with statutory & tax (Income tax, GST) requirements.
- Adept at handling day-to-day administrative activities in coordination with Internal / external stakeholders.
- SAP Exposure. Good Knowledge of User exits, Background jobs, LSMW and BDC.
- Knowledge of FICO Legacy data migration like Customer, Vendor master, Open Items for AP/AR, Assets, GL and Controlling data.



Education



- MBA (Finance) from National Institute of Management Solutions, New Delhi-2011.
- Bachelor of Commerce from F.M. University Odisha-2005
- Diploma in Computer Application-2006



Key Deliverables

GST & TDS Return

- Tax Payment
- Challan Generation
- Download Facility of Draft Return
- Auto-fill of Tax Amount
- GSTIN: Goods and Services Taxpayer Identification Number
- UIN: Unique Identification Number
- UQC: Unit Quantity Code
- B2B: One registered Taxpayer to another registered taxpayer
- GST Reconciliation GSTR2A VS 3B.



Area of Excellence



GST & TDS Return



GST RECONCILIATION(GSTR2A Vs GSTR3B)



SAP Exposure



Fund Flow & Cash Flow



Accounts Receivable & Accounts Payable



Vendor & Customer Management



Employees Reimbursement



Banking



Bank & Salary Reconciliation



Inter Branch & Group Company Reconciliation



Revenue & Expenses Analysis



MIS



Provision



Zonal Commercial Controller-North India

- B2C: One registered to another unregistered person
- POS: Place of Supply of Goods and Services
- SAC: Services accounting code (Services Accounting code is filled in case of supply of services)
- TDS Return Forms
- TDS Return Submission
- TDS Return filing
- Validation of the TDS Return File
- Penalty for delay in filing TDS Return
- TDS Return Preparation Utility
- Form-16 & 16A Download

Fund Flow & Cash Flow

- Cash flows from operating activities: Cash generated from the general or core operation of the business would be listed in this category.
- Cash flows from investing activities: This section would cover any cash flow spent on investments like new equipment.
- Cash flows from financing activities: This category includes any transactions involving debtors, such as proceeds from new debts or dividends paid to investors

Accounts Receivable & Accounts Payable.

- Accounts receivable is a current asset. Accounts payable is a current liability.
- Accounts receivable stems from credit sales. Accounts payable stems from credit purchases.
- In the case of accounts receivable, money needs to be collected. In the case of accounts payable, money needs to be paid.
- Accounts receivable ensure inflow of cash. Accounts payable ensures outflow of cash.

Zonal Commercial Controller.

- SRN file is maintained with approval / CN copy/ dealer declaration- DN
- Prepare Actual vs Projected collection report
- Follows-up for overdue against SO release & B2B over dues for the assigned region.
- Submits MIS of assigned region month-end scheme & expense sheet
- Sales Order release - Normal/ B2B while ensuring the credit limit of each dealer.
- Follows-up with assigned branch for collection of Balance confirmation

Sales Order Checking

- Random basis to check special price order approval.
- Reviews credit limit for the entire region assigned.
- Randomly checks pricing for B2B billing.
- Open orders coming in SAP or last month-end needs to be deleted.
- All open SO after the month needs to be reviewed/ deleted.

Statutory Compliance

- GST tax file is maintained - monthly GST working, reconciliation, challans.
- Yearly/Quarterly/monthly returns are filed properly.

General

- Maintain Branch wise expense trend for full year.
- Maintains updated status of scrap material / defective material in the warehouse, dealer visits etc.
- Invoice files / SRN files/ In-out register/stacking of material.
- Status of scrap material/ defective material in Warehouses
- Regular Dealer, Warehouse and Branch visits
- Attendance register checking.



Career Timeline



Notable Accomplishments



Kenstar is a name that stands for international quality, style and durability. With an impressive product range, Kenstar enjoys the position of being one of the most preferred premium brands in India.



Tekcare India Private Limited is a service division of **Videocon Group**. TIPL is responsible for after sales product service and customer care aspects for the products of eleven brands in India. TIPL is having 72 branches and around 1550 franchisees all over India. The company has implemented SAP System and extended access to the franchisees for CRM & Material activities.



IFB Industries Limited originally known as Indian Fine Blanks Limited started their operations in India during 1974 in collaboration with Hienrich Schmid AG of Switzerland. The product range includes Fine Blanked components, tools and related machine tools like Straighteners, Decoilers, Strip loaders and others.



Work Experience

June'19 to Till date KENSTAR as Assistant Manager F&A at Gurgaon Corporate office. 

- Looking PAN India SAP end user Support.
- 18 State GST Return file as well as GST Reconciliation (GSTR2A)
- GL Scrutiny for PAN India.
- Group Company reconciliation PAN India.
- MIS Support

Sep'12 to May'19 Tekcare India Pvt. Ltd as Deputy Manager F&A at Gurgaon.



- Compliance with GST rules & regulations like GST accounting, Challan payment, return submission.
- Under SAP Environment: Dual Reporting to Business Head & GM-Commercial
- Prepare Balance Sheet Schedule
- Prepare Fund Report-Daily Useable Fund, Daily Fund Utilization & Flash Fund Flow for PAN India.
- Bank Reconciliation of all the bank accounts of the company
- Salary Reconciliation & F &F Checking
- Online payment of Sales Tax, TDS, Service Tax, Excise duty, Entry Tax. PTAX & GST
- Monthly Reconciliation with Inter Branch & Group Company.
- Monthly review of vendor advances and maintaining Balance confirmations.
- Looking Corporate Accounting.
- Receivable Management with Outstanding analysis, follow up etc.
- Processing of Bills and Releasing payment to vendors at PAN India Level.
- Preparation and submission of MIS reports relating to all aspects of commercial function.
- Looking IR & GR of PAN India.
- Handling Admin, HR & IT and coordination with departments
- All GL Scrutiny & Audit of PAN India
- Coordinate with Branch Accounts in relation to all queries raised on Bank Reconciliation, Stock Reconciliation, Debtors, other accounts related Details etc.
- Providing SAP training to the new Branch Accountant .
- SAP Troubleshooting across the region & Coordinate and sort out issues that may arise with the HO-IT team.
- Online Vendor Payment voucher Audit,
- Accounts Receivable & Accounts Payable.
- Expert in Service Accounting and corporate Accounting.
- Looking Employees Reimbursement from Last 10 years Like-Traveling & Conveyance, Employees Salary, Employees F&F & other Reimbursements..
- Manage corporate modeling forecasting and risk management activities.
- Assist management in making accurate and effective financial decisions.
- Prepare annual treasure budget and monitor compliance.
- Implement global cash management strategies.

Accredited with:

- Star Performance Par Excellence Award in 2014, 2015 and 2016.
- Have received more than 50 on the sport recognition (Smiley) award.

Feb '12 – Sept '12 IFB Industries Ltd. as Accounts Executive - F&A at Ghaziabad.



- Heading the Commercial function (Sales related) of the organization for Uttar Pradesh State, reporting to Zonal Commercial Manager
- Manage billing process adhering to policies on credit limits/ securities etc
- Monitoring and handling main cash & bank activities plus reconciliation of bank accounts of all over Uttar Pradesh.
- Preparation of Budget on Yearly Basis
- Preparation of Sales Tax Return on monthly basis
- Discounts including cash discounts management
- Distributor/ Vendor / Dealer opening / closing/ final settlements.
- Co-ordination and liaising with sales/ marketing team for optimum performance and profitable growth of business
- Invoice Verification & adherence of sales tax, Service Tax, TDS.
- Company Level Payment of Freight / Depot operation / Raw material & packing material Etc., .
- Working of Expenses Provision,
- Preparation of Monthly Trial.
- Cash & Carry Business no Credit Billing to Parties.
- Day to Day follow up for Revenue.
- Defining monthly Incentive parameter to CFA operation based on WH operation
- Transportation management for material service from both the Sales & Service Units .
- Inventory Control.
- Material Management in Both Warehouses on Receipt, Billing & Dispatch and delivery Purchasing the Materials within the Monthly Budget.
- Optimum Utilization of Warehouse Space.
- Route planning & transport arrangement.
- Periodic Disposal of Damage Stock of depots
- Quarterly Physical Stock taking as per company standard and reporting accordingly.
- Monitoring of transportation Expenses and controlling
- Budgeting and Controlling Operation expenses of both the Units(Service & Sales)

May '07 – Jan '12 Tekcare India Pvt. Ltd. as Accounts Executive F&A at Gurgaon & Delhi.

- Maintenance of HO P & L, Balance Sheet and Trial Balance reports with finalization of year end accounts.
- Scrutiny and consolidation of branch financial reports and profitability analysis.
- Analyzing the books of accounts and reconciliation of debtors, creditors, bank accounts with inter branch fund & material transactions.
- Making of MIS reports viz. debtors & creditors ageing, income & expenses analysis.
- Formulating budgets and conducting variance analysis to determine difference in projected figures & actual figures and implementing corrective actions.
- Procurement of Capex related to Region.
- Compliance with Form-'F' and Form-'C' requirements and submission.
- Preparation & consolidation of financial statements like TB, BS and P & L.
- Assisting Finance Manager in Planning, Budgeting, and Performance analysis of branch business and Top Management reports.
- Custodian of bank cheques and important documents of personnel, commercial & statutory records.
- Completed internal Audit of Accounts & Systems.
- Ensuring compliance with statutory & regulatory requirements like ESIC, PT etc.

- Compliance with TDS deductions, challan payments and timely returns submission.
- Compliance with VAT rules & regulations like VAT accounting, challan payment, return submission with tax assessments.
- Compliance to Service Tax rules & regulations like service tax accounting, input credit accounting, monthly challan payment and return submission.
- Follow-up and attending with legal dept for legal cases of civil / consumer forum.

Accredited with:

- **Best Accountant Award in 2010-11 & 11-12 in PAN India Level..**

Jan '06 – Apr '07 Talent Hunt Pvt. Ltd as Assistant Accounts & Admin at Gurgaon.

- Accounts finalization
- Bank Reconciliation Statement and settlement of account with different parties
- Maintaining General Ledger, Sales Ledger, Purchase Ledger, Party Ledgers.
- Maintaining day-to-day banking functions including Bank Reconciliation Statement, Cash Disbursement.
- Maintains and prepares inter branch reconciliation on regular basis.
- Responsible for collecting funds from debtors.

Sep '05 – Dec '05 Ganesh Engineering Works as Process Executive. at Gurgaon.

- Cash Book Maintain
- Bank Book Ledger.
- Bank Reconciliation.
- General Accounting.



Personal Details

Date of Birth	: 02nd May 1985
Languages Known	: Odia, Hindi & English
Permanent Address	: At-Chinchida,Po-Aghirapada,Via-Oupada,Dist-Balasore-756049(Odisha)
Current location	: Delhi (South Delhi).
Relocation	: Open to relocate.
LinkedIn	: https://www.linkedin.com/in/bikash-jena-70406690/