

Manabesh Misra

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Career Summary:

CMA (ICWA), B Com. with 5 (Five) plus years of experience in the fields of Accounts, Audit, Costing and Taxation of Manufacturing, SMEs and Construction Projects.

Working experience in handling business processes such as P2P, O2C, Inventory Management, Goods & Services Tax, Direct Taxes, Cash and Bank processing & General Ledger Accounting.

Academic Credential:

Professional:

- Qualified **Cost and Management Accountant (CMA)** from The Institute of Cost Accountants of India in August'2015.

Academics:

- Completed **B Com. (Hons)** from Berhampur University in the year 2009.
- Completed **Intermediate Commerce** from CHSE, Odisha in the year 2006.

Organizational Experience:

- Currently working with ITC Limited as a Finance Associate since Apr'2018.
- Worked in Gupta Power Infrastructure Limited as an Accounts Executive from May'2016 to Mar'2018.
- Worked in Indian Rare Earths Limited (A Govt. of India Undertaking) as an Industrial Trainee from Aug'2014 to Aug'2015.

Job Profile - Roles and Responsibilities:

Current Organization: M/s. ITC Limited
Period: Apr'2018 to present
Designation: Associate – Finance

- Responsible for Payable management including processing of Supplier's Invoice, subsequent payment and clearing, Vendor Ageing and Reconciliation, advance settlement and necessary adjustments.
- Preparation of Assets Master, Vendor Master and BOQ for creation of Work Order.
- Processing of Import Consignments, verification of Bill of Entry and payment of Statutory Liabilities under Import.
- Creation and issuance of Letter of Credit (LC) to Import/Domestic Vendors and processing of payments under LC.
- Creation of Forex Exposure in Treasury for commitments under Foreign Currency.
- Filing of monthly and annual returns under GST Act, reconciliation and timely availment of Input Tax Credit.
- Payment of GST Liabilities under Reverse Charge Mechanism (RCM) and generation of Self Tax Invoice.
- Computation and payment of monthly liabilities and quarterly return filing under Income Tax Act.
- Generating and Issuance of TDS Certificate to Vendors on quarterly basis.

- Creation of provisions, accounting of expenses, receipts, journals and Staff salaries.
- Branch accounting entries Business Area wise and its reconciliation.
- Capitalisation of Fixed Assets and settlement of revenue items under Project CWIP.
- Preparation of Financial Schedules and Financial Statements on periodic basis.
- Involved in monthly Funds Forecast, Budget Control and preparation of MIS Reports as required by the management.

Previous Organization: M/s. Gupta Power Infrastructure Limited

Period: May'2016 to March'2018

Designation: Executive – Finance & Accounts

- Payable management including monitoring creation of POs, Goods Receipt, Processing Supplier Invoice and subsequent payment and clearing.
- Analysis of Vendor, rating, evaluation and selection of vendors.
- Handling other payments like employees' reimbursement of expenses, day to day other expenses, EMD and SD payments for Tender.
- Responsible for preparation of Sales Order, Mark Up calculation and processing of the order, Invoicing, preparing ageing analysis of debtors and monitoring collections.
- Responsible for calculation of GST and TDS.
- Involved with in various registration and approvals like BIS, NABL Accreditation, MNRE and Vendor Registration at various organizations.
- Involved in Inventory management with computation and maintenance of ordering level, ageing analysis and liquidation of old inventories.
- Responsible for MIS Reporting like Vendors Rating, Trend Analysis of products, Preparation of financial statements on monthly, quarterly and yearly basis.
- Involved in Period end closing activities including processing of accruals, outstanding expenses, provisions and preparation of financial statements and other financial reports.

Previous Organization: Indian Rare Earths Limited (A Govt. of India Undertaking)

Period: Aug'2014 to Aug'2015

Position: Industrial Trainee

- Responsible for Maintaining & reviewing cash book, petty cash expenses and miscellaneous transactions.
- Reviewing vouching and verification of Expense registrars, Cash book, bank book, Journal vouchers
- Involved in Processing of contractor's bill payment.
- Preparation of journal entries as well as cash entries.
- Preparation of Bank Reconciliation Statement.
- Reconciliation between Head office and Branch Office Journal Entries etc.

Technical Expertise:

- Working knowledge in SAP (FICO & MM Module), Tally 9.0, TCS iON.
- Proficient in using MS Office.
- Efficient with Windows, using Internet tools.

Personal Details:

Name: Mr. Manabesh Misra
Father's Name: Mr. Pradeep Kumar Misra
Date of Birth: 09th September, 1989
Languages Known: English, Hindi, Odia
Nationality: Indian
Gender & Marital status: Male & Single
Permanent Address: Bhaskar Rao Petta Street, Chatrapur,
Dist –Ganjam, Odisha - 761020
Address for communication: MIG 143, Phase - II, Ananta Vihar,
Pokhariput, Bhubaneswar-751020, Odisha.

Declaration:

All the information mentioned above are true to the best of my knowledge and belief.

Place: Bhubaneswar

(Manabesh Misra)

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