

Sir,

Ref: An opportunity to be a part of your esteemed organization

I am currently seeking an appointment as a consultant, Teaching and writing to enquire whether someone with my background, experience and qualifications can be of interest to you.

I completed as a **CA Final** & completed three years of article ship training with **Tiwari & Co.** Chartered Accountants, at Kolkata and then I am continuing **RAMANUJAM and BOOVARAHAN Chartered Accountants FRN: 002945S at Chennai as Audit manager**. I understand that working for your organization requires a candidate who is creative and team oriented. My goal is to transmit my enthusiasm, creativity and knowledge to add value to the organization. I am confident that I possess the requisite skills to help me in achieving my goal efficiently and effectively.

Given a chance, I shall prove myself utilizing my potential & skills and add value to the organization as well as to myself.

Thanking You,

Assuring you of my best services at all times,

Yours sincerely,

Manas Kumar Jena.

Encl: Curriculum Vitae

CAREER OBJECTIVE

I want to be a sincere and dedicated professional with thrust on enhancing my knowledge, skills and capabilities. Further, I would like to work in a challenging business environment to make value additions to the organization and work in a team while developing best practices using unconventional & innovative ideas and methods.

PROFESSIONAL QUALIFICATIONS

Year	Course	Name of the Institution	Performance
June,2019	C.A (Final)	Institute of Chartered Accountants of India	56%

ACADEMIC QUALIFICATIONS

Year	Course	Name of the Institution	Performance
2019	LLB	F.M university (ODISHA)	56%
2011	M.Phil.	Berhampur university (ODISHA)	71%
2007	M.Com (Honours)	F.M. University (ODISHA)	69%
2005	B. Com (Honours)	F.M. University (ODISHA)	67%
2002	I.COM	CHSE(ODISHA)	55%

- Proficient in business application software's viz. MS-Word, MS-Excel, MS-PowerPoint, Internet etc.
- Working knowledge of financial packages like Farvision, SAP (basic), Tally.
- Working knowledge of online tax return filing software, Spectrum, zenx, webtax and ROC etc.

PROFESSIONAL EXPERIENCE**Concern – RAMANUJAM and BOOVARAHAN (Chennai)**

Assignments handled

Period – From 1.07.2017 Continuing.

- GST registration, return filing, Preparation of papers for scrutiny & appear with Department.
- Bank concurrent audit with various bank & report drafting.
- Income tax return filing, Tds. return filing, and preparation of scrutiny paper & appeared with department.
- Esic, P.F return filing of various clients.
- Monitoring to team regards Day to day transaction & reporting to middle level management & toplevel management as required for various company including MNC.
- School, College, Co-operative society, Trust audit, team monitoring & reporting.
- Statutory audit, Tax Audit, Internal Audit in various MNC, & Pvt. Companies.

Concern – RBM & CO. (Kolkata)

Assignments handled

Period – 1.07.2015 to 30.6.2017

- Preparation the submission letter for scrutiny case of income tax & appeared with department for various cases.
- Loan financing CMA report for bank & financial institutions.
- Preparation of various report regards middle level & top-level management of the organization.
- Day to day transaction monitoring & reporting to middle level management as part of internal audit.
- Preparations of various annexures relating of Form 3CD/3CE, Tax Audit report of 3CA/3CB & filing with department through software.
- Arranged and prepared various paper required for service tax, Excise, Vat/ tax audit as per I. Tax & prepared the report.
- Preparation of “Variance Analysis” between current and corresponding previous year figures for the purpose of management analysis & project report.

Concern – George read & Co. (Kolkata)

Assignments handled

Period – 1.04.2013 to 30.6.2015

- Internal audit in coal India limited (Eastern India Side)
- Stock audit with various companies including coal India ltd., Matrix plywood ltd, Fuji film pvt. Ltd. Karni impex pvt. Ltd. Part of Birla group. Kolkata golf club Etc.
- Tax audit various companies, firm, Individuals.
- Preparation the submission letter for scrutiny case of income tax & appeared with department for various cases.

- Preparation of back up for return filing of various papers, Annexures & filing like Service tax, Excise, Vat tax Return, income tax return, ROC Return. Etc.

Concern - Agarwal, Singhania & associates.

Assignments handled

Period – April 2009 to March 2013.

- Statutory Audit, Tax Audit, VAT Audit and Internal Audits (small companies)
- Preparation of Financial Statements of companies
Bank loan Financing. □ Preparation of Project Reports for
- Online filings with the Registrar of Companies.
- Preparation of tax computations and filing of returns
- Preparation of various individual files

Major Client. (Internal Audit Currently)

- HURCO India Private Limited (HIPL)(Chennai)
- Alashore Marine Exports Private Limited.
- Nixon India Pvt. Ltd. (Chennai)
- Metalsa India Pvt Ltd (Jamshed pur)
- Odisha power transmission corporation ltd.(Odisha)
- GRIDCO(Odisha)

Academics carrier**As guest faculty**

- ICA COMPUTER ECADEMY.
- NIT JAMSEDPUR.
- VARIOUS COLLEGE AT ODISHA ON COMMERCE STREAM.

PERSONAL DETAILS

Date of Birth: 27th March 1986.
Father's Name: Mr. Pravakar Jena. (Retired A.O from Odisha State Govt.)
Brother Name: CA. Prakash Kumar Jena (FM. Odisha state Electricity Board)
Languages known: Hindi, English, Odia, Bengali (Basics)