**CURRICULUM VITAE **

**BIBHU PRASAD PARIDA At-Baranga Gadia PO-Jharapada**

**B.COM, MBA (FINANCE) PIN-752025, DIST-NAYAGARH**

Experience: 12+ years (Accounts, Taxation, Finance, Audit) **E-mail: bibhuprasad74@gmail.com , pbibhuprasad@yahoo.com,**

**Mob: 7978767049.**

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| **CAREER OBJECTIVE :** |

To work in an organization where I am able to contribute to the organization’s growth and profitability with my skills and in turn get an opportunity to gain exposure and expertise that would help me to build a successful career.

**WORKING EXPERIENCE :**From 1st October 2015 to 29th September 2021 at “FEDCO” ”FEEDBACK ENERGY DISTRIBUTION COMPANY LTD.” At:A1, 4th Floor, Fortune Tower, Chandrashekharpur, Bhubaneswar, Odisha-751023, as a “DIVISIONAL REVENUE MANAGER (F&A)” **.**

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| **JOB PROFILE:** |

**FEEDBACK ENERGY DISTRIBUTION COMPANY LTD**

* Maintaining cash book ,Bank book ,Ledger, preparing monthly cash deposit at Bank,
* Preparing Bill Revision, Cr./Dr. Entries in the database like Mis-posting , Non-Posting, wrong posting etc.
* Preparing Invoice in monthly basis
* Preparing Bank Reconciliation Statement in monthly basis
* Preparing imprest
* Proper maintain all types of register

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| **WORK EXPOSURE :** |

* + Assistant Manager in Finance & Accounts(From 01.10.2015 to 29.09.2021)

FEDCO” ”FEEDBACK ENERGY DISTRIBUTION COMPANY LTD

* + As a **ACCCOUNTANT**(From02.04.2012 to 30.06.2014)

Real Vision International Ltd. Bhubaneswar

* + As a **ACCCOUNTANT** (01.07.2009-31.03.2012)

Oriental Security Service Bhubaneswar

* + As an **Audit Assistant** (From 01.03.2004 – 30.10.2006 )

R.K.JENA & CO. Bhubaneswar

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| **JOB PROFILE:** |

**Real Vision International Ltd, Bhubaneswar**

* Responsibility for monitoring cash book ,Bank book ,Ledger, preparing monthly deposit of EPF and ESIC challan, Staff salary Slip & statement and furnishing the entries of EPF and ESIC in Tally ,Trial Balance, profit & loss account & Final Balance sheets .
* Work closely and share responsibility with my Director.
* Responsible for checked day to day accounting for General ledger, Accounts Payable, Accounts Receivable, Sale, purchase & Expenses modules in the **ERP-9** System.
* Checking General Accounting having Exposure to Debtors/Creditors Accounting, import accounting Reconciliation of Accounts, Passing Corrections Entries, and various clients.
* Age wise Debtors Analysis of the company or taking decision on collection, follow-up on outstanding amounts & stoppage of supplies to customers.
* Checking Exp. of Depots including Imprest & Travelling Expenses bills.
* Monthly Party Reconciliation & Bank.

**Oriental Security Service Bhubaneswar**

* General Accounting having Exposure to Debtors/Creditors Accounting, import accounting Reconciliation of Accounts.
* Age wise Debtors Analysis of the company or taking decision on collection, follow-up on outstanding amounts & stoppage of supplies to customers.
* Monthly Party Reconciliation & Bank.
* Calculation TDS
* Calculate Service Tax & deposit.
* Monthly Salary Calculation.

**R.K.JENA & CO. Bhubaneswar**

* General Accounts, preparation of vouchers and BRS.
* Scrutinisation of party ledgers accounts
* Taxation including Income Tax, Service Tax, VAT, TDS etc.
* Income tax return of various assesses.
* Physical verification of material at site.
* Physical verification of fixed asset of various organizations.
* Verification of fixed assets, receivable, payable and pricing of stock.
* Maintaining Inventory Management,
* Maintain General accounting. Return file, Sale Tax, Service Tax. etc.
* Verification and Reconciliation of cost sheet.

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| **PROFESSIONAL QUALIFICATION :** |

* **MBA (FINANCE) 2008-2009**

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| **EDUCATION DETAILS :** |

* B. Com.(+3 Commerce) Acct. Hons 2003

Utkal University, Bhubaneswar, Orissa

* I. Com(+2 Commerce) 2000

Council of Higher Secondary Education, Orissa

* HSCE (Matriculation) 1997

Board of Secondary Education, Orissa

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| **TECHNICAL DETAILS :** |

* COMPUTER APP. : OFFICE AUTOMATION

Windows 98/2000/Xp/Nt/Me,

Ms-Office 2000/2003/2007/2010

* ACCOUNTIING PACKAGE : Tally 7.2 / ERP 9

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| **PERSONAL DETAILS :** |

Name : Bibhu Prasad Parida

Father’s Name : Kuralsen Parida

Date of birth : 25th July 1981

Gender : Male

Category : General

Marital status : Married

Nationality : Indian

Language Known : Oriya, English & Hindi

**HOBBIES:**

Listening Music, Reading News Paper, Learning New Things.

Socializing with people.

**STRENGTH:**

Hard Working, Innovative, Enthusiastic, Sincere, Positive Attitude, Goal oriented & Confident.

**DECLARATION**

I hereby declare that the above-mentioned data are true, complete and correct to the best of my knowledge and belief.

Date: (Bibhu Prasad Parida)

Place: Bhubaneswar