**CURRICULAM-VITAE**

**Satyanarayan Panigrahi**

**Finance Manager**

**Contact Info: +91-9818007056 | satyawebemail@gmail.com.**

**Profile**

Experienced Finance Manager with strong analytical skills and extensive knowledge of financial reporting, including sales, and Budget, and forecasting. Respected professionals are able to develop, administer and maintain financial concepts and plans.

I’m willing to learn new things and constantly improve myself in achieving organizational goals as well as my objects.

* To have an opportunity to work as a team in an organization and work in a challenging position that will allow me to grow ahead in my career.
* To be a successful person in career ventured, preferably in the management.

**Core Proficiencies**

Financial Accounting & Statements | AP & AR | P&L Analysis | Balance Sheet | Accounts Reconciliation | Cash Flow Projections |Data Analysis | Leadership | GAAP/IFRS | Financial & Cost Reporting | Forecasting & Budget Projections | MIS related to the entire department.

**Professional Experience**

**Finance Manager**

**M/s J.C. Gupta & Co. ISLA Pvt Ltd. @ Pan India Since July,19**

**Highlights: -**

* Handling and solving things amicably in the TEAM
* Proficient in Taxation and Compliance.
* Timely accurate reporting to the management.
* Tracking and coordination with all the HOD’s of all the departments for COSTING, SALES, MARKETING, SALVAGE of insurance surveyors deriving data and making reports and submitting to the management.

**Work Profile: -**

* Forecast monthly, quarterly and annual revenue, margin, and income projections for the entire company
* Provide Financial Analysis and evaluation of company performance for upper management, including gross profit and P&L.
* Co-ordinating with an accounting team of 7 people during the month-end closing process to finalize monthly revenue and expenses in preparation of the monthly financial statement.
* Responsible for the operations of finance, payroll, and administrative departments.
* Accounting/Finance Developed and Managed annual budgeting and forecasting, capital budgets, vendor accounting, and reconciliation.
* Investigate, resolve accounting discrepancies and irregularities on a timely basis.
* Collaborate closely with CEO and other high-ranking officials in the analysis of the corporations of financial status and other such important issues affecting the company of Insurance Surveyors and Loss Assessors.
* Reviewing and verifying GSTR-1 & GSTR-3B data prepared by the team and submitting the same by coordinating for monthly return filing along with paying GSTR challans. Also co-ordinating for GST Annual return filling.
* Monitor and control the budget analysis and forecasting as well as comparison to ensure realistic budget to Advice.
* Calculating income tax of all employees, evaluating inter-unit/company reconciliation for TDS calculation.
* Preparing and ensuring timely submission of Monthly Income Tax deposition, verifying of monthly TDS working along with the payment & Quarterly filling of TDS return through webtel and filing of Income Tax return as well.
* Provide support for financial matters in subsidiary companies and branch along with all the related compliances.
* Liasioning work related to the company with auditors, bankers, consultants, government bodies, and company secretary for all matters relating to audit, tax, and statutory requirements comply.

**Asst. Finance Manager**

**Maha Vastu Corporation Ltd Aug’16-June,19**

**Key Result Areas:**

* Coordinate and Accounting with the Team during the month-end closing process to finalize monthly revenue and expenses in preparation of monthly financial statements.
* Preparing the GST Data for 3B filling and coordinating for GST return filing
* Efficiently preparing & presenting monthly MIS reports. i.e., sales, purchases, Inventory report along with profit & loss statements General ledger Reconciliation and review
* Verifying the payroll sheets submitted by HR-Dept. and processing the payments on a monthly basis.
* Calculating income tax of all employees, evaluating inter-unit/company reconciliation.
* Preparing monthly MIS; providing monthly financial statements submitted to the Directors.
* Filling & Uploading Form-15CA as per Form-15CB in regard to making payment to Non-resident/Foreign Company.
* Preparing and ensuring timely submission Monthly Income Tax deposition, Quarterly filling of TDS return through webtel, and filing of Income Tax return as well.
* Preparing and ensuring timely deposit ESIC & PF.
* Knowledge in the preparation of final accounts including Balance Sheets, Profit, and Loss Accounts, Cash Flow Statements, etc.

**Highlights:**

* Fund position on the tip
* Single-handedly reduced the manipulation in Fee collection during various courses & Sale of Remedies
* Monitored all purchase and expense accruals that had aged more than specified limits and ensured timely reversal of over accruals
* Updated Accounts Payable vendor aging to accurately reflect all outstanding invoices

**Senior Finance Executive**

**VSKB Consultants Pvt Ltd. Sept'10 – Jul’16**

**Key Result Areas:**

* Performing activities such as Invoicing done by subordinates of All Verticals, payment to suppliers, Salary processing.
* Supervising monthly submission of stock, debtors & creditors in the bank; mentoring & monitoring team of 2 Accountants, liaising & coordinating with Consultants & Government Authorities, and so on.
* Directing petty cash handling and online payment of all statutory dues
* Calculating income tax of all employees,
* Planning and executing monthly/quarterly/annual closure schedules; providing monthly financial statements; administering the monthly closing process.
* Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger
* Prepared quarterly profit & loss a/c, filed statutory returns like I.T., TDS, & Service Tax, and performed ROC & secretarial work.

**Auditor**

**Singh Krishna & Associates, May’09 –July’10**

**Key Result Areas:**

* Accounting, Control Inventory Management, Billing, Taxation Matters
* Salary calculation and prepare TDS Return on Various NGOs. and companies.
* Handle internal audit work on various NGOs. and companies.

**Projects Handled: -**

* Project work on Working Capital of Orissa Mining Corporation LTD. (ORISSA) for two months in 2005.
* Project work on Cash Flow Statement of Balasore & Bhadrak Co-operative Bank Ltd. For two months in 2005.

 **Academic Credentials:**

* PGDBM : WLC College India College [2008]
* B.Com. (Hons.) : Fakir Mohan University, Odisha [2005]
* Computer Operator and Programming Assistant – Odisha [2000]
* +2 Commerce-CHSE : Odisha [2002]
* 10th HSC-BSE : Odisha [2000]

 **Personal Details**

**Date of Birth :** 3rd February 1985

**Sex** : Male

**Languages Known** : English, Hindi.

**Address** : Flat No. – L-204, 2nd Floor, Haware’s Splender, Sector-20, Kharghar,

Navi Mumbai –410210

**Permanent Address: :** Debendrapur, Bishnupur, Avana, Balasore, Odisha-756051.

**Declaration: -**

I do hereby declare that the above-mentioned information is true & correct to the best of my knowledge & belief

Date: (Satyanarayan Panigrahi)

Place: