**CURRICULUM VITAE**

**Pritish Prasad Parida**

**Address**

Kalyani Nagar, **Contact Number:** +91- 7008700136 Cuttack. **E-mail**: [PRITISH.PARIDA@YMAIL.COM](mailto:PRITISH.PARIDA@YMAIL.COM%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20)

**To establish myself as a finance professional in a corporate house in the field of finance and grow up the ladder of success by contributing to the welfare of the organization concerned.**

**Work Experience**

**Jana Small Finance Bank Ltd. 26th Dec,2018 to Till Date**

**Officer (Group loan and Gold loan)**

**Responsibilities:**

* Market Survey
* Market Sourcing
* Uploading Leads
* Customer Enrollment
* Customer House Verification
* Handling customer queries.

**Wipro BPO Ltd, Pune 17TH Feb, 2014 to13thNov,2015**

**Senior Officer.**

**Responsibilities:**

* Invoice processing (PO and Non PO invoices).
* Creation of Service entry (GRN).
* Booking incoming payments and outgoing payment on respective vendor’s accounts.
* Maintain SLA & quality as per standard and schedule the activities on daily basis.
* Quality check of coding invoices, general query and processed invoices.
* Training to new joiners.

Vendor Master

* Creation of vendor.
* Editing master data of vendor.
* Extending vendor to different company codes.
* Blocking and deleting vendor.

**Infosys BPO Ltd, Pune 5th Nov, 2012 to 10thFeb, 2014**

**Jr. Accountant.**

**Responsibility:**

* Handling activities regarding payment for vendor.
* Balancing intermediate Ledger accounts, clearing vendor’s accounts.
* Booking incoming payments and outgoing payment on respective vendor’s accounts.

Creating payment proposal for payment to vendor.

* Preparing of AP monthly reports for invoices processing, on time payment and quality and doing analysis for same.
* BBSC reports analysis of reports at the end of month for monthly performance.
* Monthly closing of book of accounts with in deadlines.
* Interacting with other teams like Enhanced Account Program Accounts Receivable, Posting and Inter Company Accounting team and General Ledger teams for issue resolutions.
* Verification of invoice and send for approval.
* Creating ICS 351 report to report overdue invoices and making analysis of same.
* Handling Daily & Weekly reports.

**Achievement:**

* Successfully handled numerous Vendor problems and invoices, Knowledge of P to P Cycle.
* Consolidation of month end reports and report to team lead.

**Vardhan Earth Movers Pvt. Ltd. Sep 2010-Oct2011. Accounts Manager.**

**Responsibilities:**

* Handled Account Payable department.
* Payment to supplier.
* Maintaining wages of workers.
* Handling daily and Monthly reports.

**Achievements:**

* Knowledge of Mining contracts work.

**QUALIFICATION:**

**2008-10:** Post graduate diploma in Management (finance and control), [PGDM (FC)] from Institute of Management & Information Science, Bhubaneswar (approved by AICTE, govt. of India) and ranked as category ‘A’ institution in the country by AIMA.

**2005-08:** B.Com (Management Hons.) from Ravenshaw University, Cuttack.

**2005:** 12th from kendriya vidyalaya no.1 Patiala.

**2002:** 10th from kendriya vidyalaya no.1 Patiala.

**Skills & Accomplishments**

* 33 months of experience in SAP R-3 finance module (end user).
* Tally 9.0
* Represent nationals in basketball to our school.

**Personal Details**

**Gender :** Male

**D.O.B. :** 21st September, 1987

**Permanent Address :**  At. Athanga, P.O Siddheswarpur, P, S Cuttack sadar, Dist.Cuttack,

Odisha.

**Email ID** **:** PRITISH.PARIDA@YMAIL.COM

**Mobile No :** 9776674102, 7008700136

**Hobbies**  **:** Travelling, listening to music and Watching Movie

**Willing to Relocate :** Yes

**Preferred Location :** Bhubaneswar, Cuttack (Odisha).