CURRICULUM VITAE

*SWAPNESWAR MISHRA*

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#### Finance Professional expertise with12years of experience in Manufacturing And Retail Entities Accounts, Payable, GL Analysis, Finalization, Reporting and MIS.

# CAREER OBJECTIVE

* To achieve a position that offers challenging assignment, innovations & opportunity.

# ACADEMIC QUALIFICATION

* MBA Finance from Swamy Vivekananda PG college.
* Bachelor of Commerce from Berhampur University, Orissa.
* PGDCA from SSI

# TECHNICAL QUALIFICATION

* MS Office and report writing.
* Oracle EBS – ERP-End User and MIS reporting
* SAP ( FI/CO) – End user experience with AP
* ERP Tally 11i.

# EXPERTISE ACQUIRED

* Expertise in working in ERP systems with the deep understanding of MIS and controlling.
* Specialties –AR, AP, Budget, MIS Analysisand internal user support in ERP.
* Expertise in the areas of MIS and Finance in ERP Oracle- EBS– 11i – End User.

# WORK EXPERIENCE

1. Working at Arundhati Jewellers Pvt. Ltd (Bhubaneswar) as Senior Executive Officer Accounts and Finance from Aug-17 to till date.

About Arundhati one of Odisha’s most preferred & fastest growing jewellery retail brand, spread across Western to Coastal line of Odisha , Presently operating retail showroom at Bhubaneswar, Sambalpur,  Bolangir ,Bargarh, Bhawanipatna and Corporate Office at Bhubaneswar  with more than 20 Lakhs valued satisfied customer in our “Creating Golden Smile” Proffolio. Many of our unique initiatives are first of its kind in Indian jewellery industry.

Here my profile has diversified Analysis of P& L, Accounts Payable, Receivable, Bank, GSTR-1 and GSTR-3B data preparation, Expenses Analysis of all branches and reporting to CFO.

* Preparing daily financial MIS reports of all branches reporting to CFO and MD.
* Handling funds inflow & outflow updating daily Transfers.
* Responsible for daily cash & bank, payable, receivable transactions.
* Responsible for finalizing of P&L & handling of auditors.
* Weekly funds forecasting analysis vide receivable & Payable and arranging funds.
* Preparing monthly data for GST filling (Data for GSTR-1 and GSTR-3B).
* Reviewing of GL, TB and preparing monthly expenses analysis of all branches.
* Preparing Budget monthly schedules vide Actual expenses
* Quarterly TDS return filling & certificate issues.
* Bank reconciliation of 4 banks related to HO.
* Preparation of Audit schedules and adherence to SOPs.

**2.**Worked at **HUHTAMAKI PPL Ltd** as **Executive Officer Accounts** from Apr 2007–Jul-2017.

Basically **HUTAMAKI** is a flexible packaging product manufacturing industry and has its presence over six continents in the world. Packaging that include [Flexible\_Packaging](http://www.pplpack.com/flexible.htm), [Labelling\_Technologies](http://www.pplpack.com/labelling.htm) and [Specialised\_Cartons](http://www.pplpack.com/specialised.htm). And all this supported by the [Packaging\_Machine\_Division](http://www.pplpack.com/packaging.htm)to provide the customer with Total packaging solutions

Here my profile is diversified with MIS reporting and Accounts Payable functions.

***Job Profile:***

***Day-to-Day*:**

* **In-charge of Accounts Payable** functions, General Ledger & Expenses Analysis reports to GM Finance.
* Accounting of Purchase & Service bills, Travel bills processing& Payment,Bank reconciliation & Suppliers, Interunit reconciliation.
* TDS payment, Quarterly Return Filling & issuing of certificates.
* Checking of Sales reports, Outstanding of debtors & follow-ups with CSE.
* Bank, General Ledger & MIS reports and reporting to GM-Finance.

***MIS:-***

* Bank reconciliation and monitoring of Cheque register.
* Suppliers Balance Reconciliation (product wise/region wise)
* Monthly VAT & Service Tax reconciliation.
* Related Party Reporting (Inter-unit reconciliation)
* TDS payment, Quarterly Return Filling & issuing of certificates.
* Checking of Sales reports, Outstanding of debtors & follow-ups with CSE.
* Preparation of Funds flow and cash flow for month and quarter.
* Preparing Budget monthly schedules vide Actual expenses.
* Preparation of Audit schedules and adherence to SOPs.
* Preparation of Departmental Budget.
* Preparing Department wise Budgeting schedules with concern Dept. Head.
* Preparing Debtors analysis reports as per requirements.

***Advisory:***

* Analysis of debtors outstanding and following up for collection.
* Advising the CSE team on the risk involved.

***Achievement:***

* Received best employee award 2011 year for best performance.

**3.**Worked as **Accounts Officer**in**JK Agri Genetics Ltd** (**JKAL)**from **January 2005 to March 2007.**

JK Agri Genetics Ltd.(JKAL) is a leading seed company established in 1989 with its headquarters at Hyderabad, Andhra Pradesh(India). JKAL is one of the pioneers in the Indian seed industry committed to serve farming community. JKAL is engaged in research and development, production, processing and marketing of various seeds.

My expertise in JKAL was diversified with MIS reporting and Accounts Payable functions.

***Job Profile:***

* Daily Financial Report & Weekly Fund Position for Payment & Receipts to President & GM Finance.
* Statement of Bank Reconciliation for 5 different Bank.
* Age wise Analysis of Receivable & Payable statements.
* Monthly report of Cash Flow and Funds Flow.
* Monthly Interest Calculation on Cash Credit Account & Accrued Interest on FD’s.
* Responsible for all bank payment & Receipts of Creditors, Debtors & Others.

**PERSONAL DETAILS**

* Name : Swapneswar Mishra
* Father’s Name : Sri Harihara Mishra
* Date of Birth : 12th July 1980
* Marital Status :Single
* Languages Known : Hindi, English, Odia and Telugu
* Passport : Valid

**Signature:: Date::**