CURRICULUM VITAE

*SWAPNESWAR MISHRA*

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#### Finance Professional expertise with13years of experience in Manufacturing 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. Worked atAfrisian Ginning Ltd **(Tanzania)** as Asst.Manager **Accounts/Commercial** from Aug-17 to Jul-19.

AGL’s HQ are located in the port city of Dar es salaam, the commercial capital of Tanzania. Basically Afrisian Ginning operates its trading activities, both in cotton bales manufacturing and products range to include oil seed crushing, rice milling, cleaning and export of cotton bales, peanuts, sesame seeds, maize and pulses such as green mung, yellow gram and pigeon peas.

Here my profile had diversified Analysis of P& L, Accounts Payable, Receivable, Costing, Various Analysis in different plants located in various countries (Tanzania, Mozambique, Malawi, Kenya and Uganda) reportedto functional Head.

* Handled fund inflow & outflow updating daily Transfer and Expense Reports.
* Weekly funds forecasting analysis vide receivable & Payable and arranging funds.
* Responsible for cash &bank, payable, receivable.
* Responsible for finalizing of P&L & handling of auditors.
* Preparing Sales Report Weekly.
* Preparing Tanzania Cotton Board (TCB) reports Weekly and for Levy Payments reports.
* Preparing VAT File monthly and submitted to Tanzania Revenue Authority (Income Tax Dept.).
* Inventory Control & Controlling over all commercial.
* Updating Base Data reports of other products like Green Mung, Yellow Gram, Maize and other commodities.
* Preparing Costing and Budget.

**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 2003 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::**