**CURRICULUM VITAE**

**G Surya Narayan Patra**

Room No.38, Biswambar Tower

Near Banambar Temple,

Chudanga Sahi, Puri

752001, Odisha

Mobile: +91-9124945737

E-Mail**:** suryapatra92@gmail.com

**Career Objective:**

Looking for a challenging work environment where i can contribute my knowledge, and at the same time, want to develop my skills further by learning from an experienced group of peers..

**Corporate Experience:**

1. **Cholayil Private Limited (Brand -Medimix)**

Senior audit executive (Sept .2018 to Oct. 2019)

**Brief about company:**

Cholayil private limited (Medimix) is a FMCG company manufacturing and selling Soap, Face wash, Talcum powder & Deo under the brand of Medimix, Cuticura & Krishna tulsi.

Job Responsibilities**:**

* Planning and conducting the audit of factories, regional offices and all depots across India.
* Conducting the audit of special schemes formulated by the company for the retailers and distributors.
* Conducting the audit of inventories for all the factories and depots across India.
* Conducting the audit of various function of the organization from procurement to dispatch like Supply chain management, Production, Human resources, finance and accounts, sales.
* Handling of audit individually i.e. Audit planning; performing audit procedure; discussion with auditee; preparing of audit report and reporting to management.

1. **Ensure support services limited (Redington group)**

Executive-finance and accounts(July. 2018 to Sept. 2018)

**Brief about company:**

Ensure support services limited is a leading IT and allied services organisation providing various area of services like Enterprise IT, Infrastructure management, Managed security, warranty management, logistics support, managed print, E-Waste management, Office automation, FM services etc.

Job Responsibilities:

* Preparation of financial statement along with notes to accounts and schedules as per accounting standards on quarterly basis
* Quarter end manual rectification of error and adjusting journals entry in the financials
* Asset code Creation, modification in case of addition, transfer and Calculation of Profit or loss in its disposal
* Calculation and posting of monthly depreciation and unplanned depreciation
* Preparation of Fixed Asset Reconciliation and uploaded in JBA on monthly basis
* Vendor code creation and modification in master ledger
* Preparation of Purchase order through analyzing the lowest quote and budget provision.
* Processing of monthly lease payment and purchase invoices after entry in ERP and preparation of cheques for its disbursements.
* Updating in lease agreements as per master records

**Articleship with Experience: GSCS & Associates from Sept. 2014 to Mar. 2018**

Job Responsibilities:

* Preparing Books of accounting in ERP software and single-entry basis.
* Finalization of Annual accounts for proprietary concern, Partnership firms, NGOs and Private companies.
* Preparation of TDS returns filing for companies, individuals, and partnerships.
* Handled tax audit as per the requirements of Indian Income Tax Act, 1961.
* Preparation of tax filing for Individuals, Partnership firms, Trusts, Societies and companies.
* Preparations and filed the indirect tax registrations and returns like VAT, GST, Service Tax etc.
* Handled Internal audit, Statutory audit and Stock audit.
* Successfully carried out the assigned responsibilities of Bank branches stock verification, concurrent audit system, statutory audit.
* Successfully completed my Stock Audit assignment task of Valvoline cummins (P) Ltd, Tata Sky (P) Ltd one of the Branches solely.
* Handled MCA compliance and Company Incorporations work.
* Team management and work allocation in different audit.

**Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Courses** |  | **University/Board/Institute** | **Year** |
|  |  |  |  |  |
|  | **CA-INTER** |  | **ICAI** | **2015** |
|  |  |  |  |  |
|  | **Academics** |  |  |  |
|  |  |  |  |  |
|  | B.Com | (Accounting | Utkal University | 2012 |
|  | Honours.) |  |  |  |
|  |  | |  |  |
|  | Intermidiate | | C.H.S.E, Orissa | 2009 |
|  |  | |  |  |
|  | Matriculation | | B.S.E., Orissa | 2007 |
|  |  |  |  |  |

**Technical Knowledge:**

* Familiar with accounting packages such as Oracle & Tally.
* Proficient in MS Office Applications.
* Excellent presentation and communication skills.

**Trainings & workshops attended**

* General Management and Communication Skill, Orientation and 100 hours Information Technology Training programs conducted by ICAI.

**Personal Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| Father’s Name |  | : | G Tripati Patra |
| Date of Birth |  | : | 18th July 1992 |
| Sex | : |  | Male |
| Nationality |  | : | Indian |
| Marital Status |  | : | Single |
| Language Known | | : | English, Hindi, Odia, Bengali |
| Hobby |  | : | Reading books and information |

**DECLARATION:**

I hereby declare that all the above statements are true and fair to the best of my knowledge & belief.

Place: Puri G Surya narayan patra