**Curriculum Vitae**

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**Susanta**

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**CAREER OBJECTIVE:**

To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

**Professional & Academic Qualification:**

* CA-PE II from ICAI,Chennai,2006.
* B.Com from Khallikote Autonomous College (Berhampur, Odisha),2005.

**Professional Experience:**

1. **Worked as A Divisional Accounts Manager in Forsan Foods & Consumer Products Co Ltd ,(Saudi Arabia from January 2013 to October 2015) and finally promoted as Banking and Treasury Manager.**

**Roles and Responsibility**

* Preparation of journal entries like accrual, outstanding, prepaid and deferred for expenses as well as entries for revenue in Tally.
* Finalizing the books of account after adjustment on quarterly basis.
* Preparation of projected collection requirement report based on the credit period of customer.
* Preparation of payment schedule based on the credit period of supplier after adjusting debit note.
* Reconciliation of customer and supplier account balance on monthly basis.
* Preparation of cash flow budget on monthly basis.
* Preparation of sales price review report to identify least margin product.
* Preparation of Bank Reconciliation Statement in order to reconcile the balance between bank statement and bank book maintained by company.
* Preparation of inter company reconciliation in order to reconcile the balances between the group account.
* Preparation of stock transfer valuation and its recording to identify the actual profit of the branch.
* Preparation of Break even point analysisin order to identify the point of sales where company can expect profit earning.
* Review of accounting ledger to ensure correctness of posting.
* Handling of petty cash properly for smooth flow of operation.
* Handling of import and export documentation.
* Following of collection with sales team for speedy recovery of debts.
* Co-ordinating with Auditors to complete the audit on time.
* Valuation of inventory after physical count for financial purpose.
* Preparation of Projected Income Statement & Balance Sheet, Cash Flow Statement to avail cash credit and Term loan benefit from various banks
* MIS Report in order to provide the data to the management for decision making
* Preparation of post finance request and loan roll over request for working capital management.
* Preparation of classification of payment for cash flow management purpose.
* Closely follow up with bank for processing the supplier payment, for working capital loan and collecting the original shipping documents from bank.
* Arrangement of cheques or telegraphic transfer for supplier payment.
* Preparation of Letter of credit application for import of goods.

1. **Worked as a Article Clerk in RKRV & Associates, (Chennai from March 2007 to February 2010)**

**Roles & Responsibilities**

* To draft and analyze financial statements including notes to accounts.
* Physical stock taking and valuation at the yearend in accordance with Accounting Standard issued by ICAI.
* Preparation and filing of Income tax returns of Individuals, HUFs, Professionals, Partnership firms, Companies, Trusts.
* Vouching of Various Books like Purchase book, Cash Book, Journal Book and Bank Reconciliation Statement.
* Preparation of Internal Audit Reports of Companies, Trusts.
* Payroll process Audit & Fixed asset management Audit.
* Preparation of MIS, Analysis of financial statement like P& L, Balance sheet.

**Technical Skill:**

Operating System : MS-DOS, Windows Family.

MS Package : MS Office. Tally 9.1

**CORE COMPETENCY:**

* Disciplined and responsible competent
* Total Involvement in work
* Friendly Nature
* Good Communication Skill

**SPECIAL INTEREST:**

* Reading News Papers, Magazines
* Listening to Music
* Playing Cricket.
* Willingness to learn

**PERSONAL DETAILS:**

Date of Birth : 18.05.1985

Language Known : English, Hindi & Odiya

Passport : Yes