

CURRICULUM VITAE

MANAS KUMAR JENA

Vadodar, Gujurat

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To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organisation along with mine and to build my career in a progressive organisation in leading position, that will provide me exciting opportunities to utilise my account skills in such a way to add more value to the organisation and to learn more about Accounts and Finance.

CAREER OBJECTIVE :

- B. Com (Hons) Utkal University, Bhubaneswar , Odisha inContinue
- 12th Std (Commerce) from Vyasagar Autonomous collage,Jajpur, Odisha in 2015
- 10thStd from Jaydurga high school, osala. H.S.C. Board, Cuttack, Odisha in 2013

ACADEMIC QUALIFICATION :

- Well versed with the computer applications.
- **Ms-Office:** Ms-excel, ms-word, ms-Powerpoint
- SAP-FICO

IT PROFICIENT :

1. **Sudhir Kumar Jain & Associates, Kolkata, West Bengal**

Audit Assistant (June,2020 – Till date)

1. Scrutinizing monthly running account (RA) bill of the subcontractor with respect to the work order relating to the quantity of work, rate any advance, interest (if any) retention, TDS, TCS, material recoveries, deduction for services after that check RA bill with Party ledger balance in SAP.
2. Checking of the Bank Reconciliation Statement.
3. Checking of internal control over bank & cash transaction in SAP.
4. Checking of vendor master data i.e. Advances, Shortage, ageing report of debit balances maintained in SAP
5. Finalization of unit trial balance on monthly basic in SAP.
6. Checking of material receipt in SAP on the basis of purchase order (PO), delivery, challans / invoices, weight slips with good receive note (GRN) in SAP.
7. Verification of purchase procedure on the basis of indents, purchase order in SAP and quotations, price comparative Statement, etc.
8. Physical verification of major item, particularly cement, steel, HSD, expensive spare & Fixed asset on monthly basic after that check in SAP. Reconciliation of sub-contractor all store issue materials & major items as per company work order.
9. Checking of salaries and wages of difference categories of employees.
10. Verification of Hired Vehicles with Log book & Process for payment.
11. Verification of monthly site budget & compare with actual expenses unaccrued.
12. Verification of plant production in SAP tallied with Lab & Weigh Bridge.
13. Preparing monthly store reconciliation as SAP data compare with manual records & physically verify.

14. Scrutiny of all accounting transactions whether booked in proper T code specified by PNC & effect in proper GL.
15. Verification of Subcontractor & supplier bills as per GST norms.
16. Dealing with both direct & indirect Taxes as per requirement at site.
17. Verification of company owned Vehicles & machineries as per asset record & checking of their log books & submit the average report to management as per company norms.

PERSONAL ABILITY:

- Thought knowledge in Accountancy
- Positives attitude, hardworking and ability to work under pressure
- Good interpersonal and communication skills
- Good presentation skill, analytical skill
- The ability to work in a team

EXTRA CURRICULAR ACTIVITY:

- ✓ Executive member of sport committee in vyasanagar college, Jajpur
- ✓ Active member of Indian red cross as a social worker.
- ✓ Organised college fest and sports events

PERSONAL DETAILS:

Father Nam: Suresh Kumar Jena.

Date of Birth : 14th June, 1998

Gender : Male

Marital Status : Single

Religion : Hindu

Permanent Address: Osala , Korei, Jajpur, Odisha, Pin -

755025Language Known : Hindi, English & Oriya

Hobbies : Travelling, listening music ,Photography, interacting with people, etc.

DECLARATION :

I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Place:

(Manas Kumar Jena)