

CURRICULUM VITAE

Ajit Narayan Panda

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CAREER OBJECTIVES

Seeking Executive level assignments Finance and Accounts with growth oriented organization. Willing to learn and work as a team member in a changing and creative environment where extensive experience will be further developed and utilized.

PROFILE & SKILLS

- Accounting (Trail Balance, Profit & Loss, Balance Sheet, Bank Reconciliation, etc.), Taxation, Audit, Financial Statement Finalization & Financial Planning and Co-ordination.
- A dynamic professional with over 7 years of cross functional experience in Accounts, Taxation, Internal & Statutory Audit.
- Knowledge in procedures involved in statutory compliances relating to Taxations (TDS, Income Tax Scrutiny & Goods and Service Tax).
- Skilled at preparing Final Accounts & other financial statements.
- Coordinating with vendors, bankers etc. for smoother operation.
- A team player believes in maintaining healthy relationships & excellent work environment.

PROFESSIONAL EXPERIENCE

Current Employer	: Associated Road Carriers Ltd.
Position Held	: Audit Executive
Duration	: 09th November 2020 to Onwards

Responsibilities:

- Executed detailed procedures, including Reviewing Transactions, Documents records, Report, Policy & Procedures for Ascertaining accuracy & Effectiveness of Recorded Transactions.
- Assisting with various Administration tasks and Cash Bank Statements & Fixed Assets Accounting.
- Verification of Statutory Calculation (TDS, TCS, PF, ESI & PT) and Preparing Special Observation Report and action taken report for audit committee in compliance.
- Analyzing and Documenting Business flows and makes Recommendations regarding Corrective action and Reviews Audit Findings with HOD.
- Preparation of Yearly Rent Schedule and cross check with Rental Agreements of all India branches and submit for the Balance Sheet finalization and also conducted pre audit in Administrative Expenses, Petty Cash Transaction etc.
- Develop Positive Working Relationship during the Planning, Execution and Reporting phase of the Audit.

Previous Employer : **Global Adsorbents Pvt. Ltd.**
Position Held : **Accounts Executive**
Duration : **1st May 2018 to 21st October 2020**

Responsibilities:

- Responsibilities for entire Accounting / Document management & Recording of expenses & purchases and materials Delivery.
- Accounts Payable, Accounts Receivable, Inventory Managements, Statutory Reports and Other Responsibilities.
- Preparation of GST Returns (GSTR-1, GSTR-3B & GSTR- 9) & Reconciliations of GSTR-2A with Books of Accounts on monthly and quarterly basis.
- TDS fillings and TDS reconciliations with payment as per Income Tax Sections & Handling Income Tax Scrutiny Matters.

Previous Employer : **MARP & Associates Chartered Accountants**
Position Held : **Account cum Audit Assistant**
Duration : **January 2014 to March 2018**

Responsibilities:

- Supporting all types of Audit Works. (Internal, Statutory and Concurrent Audit)
- Preparation of Receipt & Payment Account, Trading Account, Profit & Loss Account and Balance Sheets Drafting with Depreciation accounts and Annexure.
- Preparation of Bank Reconciliations Statements and Final accounts & CMA data for financing of clients.
- Preparation of TDS Fillings and TDS Reconcile with payment as per Income Tax Act 1961.
- Preparation of Income Tax Fillings and Computation of Taxable income, (Company & Other than Companies).
- Responsible for reconciliation of indirect taxations like Excise, VAT & Service Tax with respective departments and looking after accounting of the same in books of accounts.

EDUCATIONAL CREDENTIALS

- MBA Finance (Business Basics) from ICFAI University Tripura 2020.
- Graduation (B.COM) Fakir Mohan University, Odisha 2011-12.
- Class 12th (COMMERCE) from C.H.S.E, Odisha 2008-09.
- Class 10th from B.S.E, Odisha 2006-07.

PROFESSIONAL CREDENTIALS

- Diploma with Accounting packages from PROMAC Computers Institute of Hyderabad.
- Diploma in Tally 7.2, Tally 9.0 & Tally ERP 9 from Institute of Cost & Management Accountant in Kolkata.

PERSONAL DETAILS

Father's Name : Mr. Bhagirathi Panda
Mother's Name : Mrs. Basanti Panda
Date of Birth : 01-05-1992
Nationality : Indian
Marital Status : Single
Present Address : H, No. 6-58, Vasavi Heights, Flat No. 404.
4th Floor, Annapurna Colony,
Peerzadiguda, Medipally, Hyderabad
Telangana - 500098

DATE: -

PLACE: - Hyderabad

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