



RESUME

K.P.PATRA
(KALIPADA PATRA)
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Mobile No : 9992800245

Address:

Current

H.No-967 Sector-19 Part II
HUDA,Kaithal
Haryana-136027

Permanent

Vill: MPV 27,Post:Kalimela
Dist: Malkangiri
Orissa-764047

EDUCATIONAL QUALIFICATIONS :

M.COM - Account from Vikramdev College. jeypore,Orissa,under Berhampur University, year-1994.

KEY SKILLS IN VARIOUS ROLES :

Accounts Head – Cash & Bank related activities, Accounts Payable, Accounts Receivable, Bank Reconciliation statement, General Ledger Accounting , Debit and Credit note creation,Quarterly TDS return filing,and issue of tds certificate as form 16 and 16A, ESI,PF, Payroll calculation,Fees collection from student and deposits to the Bank and maintain Fees Record to Reflect outstanding fees and collection process, TDS, Insurance, Trial balance monitoring, Balance sheet preparation., Income Tax scrutiny handling,and ability to reach deadline and to lead team etc.

Purchase Officer–Purchasing the material as per the requirement, coordinate with supplier till order completed.

WORK EXPERIENCE :

COMPANT NAME (NSB)NORTHERN SCHOOL OF BUSINESS(DELHI)
DESIGNATION : ACCOUNT HEAD

DURATION : March 2004 To December 2012

As Accounts Head, monitoring the following activities done by team.

- ** Cash and Banking activities(Fee Record maintain, Fee collection and Deposits to Bank)
- ** Work allocation to the team
- ** Monitoring the journals of purchase, sales, journal, expenses and other entries.
- ** Preparing Bank Reconciliation Statement
- ** Managing & controlling Accounts Payables.
- ** Follow up on Accounts Receivables.
- ** TDS calculations and Quarterly TDS Return file.
- ** Import and Export related workings
- ** Calculating & Managing Statutory payments like TDS, Insurance, ESI, PF etc.,
- ** Resolving audit queries related to Income tax scrutiny.
- ** Processing Payroll for company employees.
- ** Monitoring Trial Balance and finalizing the Balance Sheet for Audit submission (external)
- ** Internal auditing of the accounting records before submitting to external auditor.
- ** Responding to emails, phone calls on enquiries related to accounting department.
- ** Follow-up on income tax, and other statutory related notices
- ** MIS ,cash flow statement, Budgeted Cash flow, report preparation
- ** Any other miscellaneous work related to accounts department.

COMPANY NAME : NIILM UNIVERSITY (KAITHAL, HARYANA)
DESIGNATION : CFO
DURATION : January 2013 TO Till Date

As Independent Handling of University Account Department under below activities.

- ** Finalizing client's Financial statement, as Balance sheet , Income & Expenditure Account, preparing Budgeted cash flow statement.
- ** Solving the Income tax related issues.
- ** TDS return filings and Quarterly issue of Form 16A and Form 16.
- ** Providing Internal auditing for client's accounting records
- ** Calculating & Managing Statutory payments like TDS, ESI, PF, etc.,
- ** Resolving audit queries related to Income tax
- ** Client's accounts recording in Tally.ERP 9.
- ** Other Accounts related work. As Fee Record maintain, Fee collection and Deposits to Bank. and Bank reconciliation statement. and payments made to creditors and fund collection from Debtors ETC.

TECHINICAL SKILLS :

- ** Tally .ERP 9 Package
- ** MS Office

** Advanced Excel

PERSONAL QUALITIES :

- ** Hardworking and achievement oriented individual with strong interpersonal skills
- ** Dedicated in accomplishing any taken task
- ** Well-organized, self-motivated individual with ability to rapidly learn new skills

PERSONAL DATA :

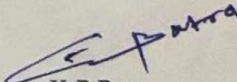
Father's Name : Lt. Sh Hari Narayan Patra
Date of Birth : 15.05.1970
Language Known : English, Hindi, oriya, Bengali.
Matiral Status : Married
Nationality : Indian

DECLARATION :

I hereby, declare that all the information and facts stated herein above are true and correct to the best of my knowledge

Place :

Date : 09/12/2024


K.P Patra