

CURRICULAM VITAE

PRATIK KUMAR PALAI

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Career Objective: In quest of career endeavor to pursue, observe and chase the fundamental & organic canon for Finance, Accounts, Taxation and other allied laws in an organization of repute, where my qualification, ability and existing professional skills can be utilized to the best to achieve the optimum goal of the organization and gather new professional skills to reinforce my knowledge base and experience.

Synopsis

- ✓ An incisive professional with M.com & LLB (Finance & Taxation) degree and having more than **7 years rich experience in Accounts & Taxation, Accounting, Payable, Receivable, Audit & Taxation functions. SAP S/4 HANA -FICO.**
- ✓ Currently associated with **KL RESOURCES PVT LTD** (Sister Concern of **JAI BALAJI INDUSTRIES Ltd.**) as **Assistant Manager**, majorly looks after **Accounts & Finance, Taxation, Mining & Management and Procurement of Raw materials Etc.**
- ✓ Expertise in **finalization of accounts, preparation of audit report, designing internal control measures, consultation in statutory compliance** of different entities.
- ✓ Seasoned professional with **consistent track record of achieving revenue, profit & business growth objectives** within rapid-change environments.
- ✓ **Raw Material Stock Reconciliation, vendors Payment, Bill Passing** etc.

Responsibilities handled

Accounts & Audit:

- ✓ Routine Book Keeping such as maintenance of Subsidiary Ledgers, Voucher Preparation, making Journal entries, Receivable & Payable Accounting, Fund Allocation, Ageing Analysis etc
- ✓ Costing & Overhead Accounting
- ✓ Variance Analysis of expenditures
- ✓ Pre audit vetting for all contract payments
- ✓ Finalization of Monthly and Annual accounts
- ✓ Handling Statutory and Tax audits
- ✓ Preparation of Profitability Statements
- ✓ Carrying out Internal Audits
- ✓ Coordination with the Internal, Statutory and Tax auditors
- ✓ Supervision of computerized accounts
- ✓ Filing of TDS & GSTReturn, Mining Return, IBM Return.

Reporting:

- ✓ Computation of Service tax on Reverse charge method on import of services
- ✓ Preparation of Funds Flow & Cash Flow Statements
- ✓ Implementation of organizational processes
- ✓ Profitability Analysis
- ✓ MIS reports like Monthly P&L, Statutory payments, Expenses reports & Debtors reports etc
- ✓ Reporting of Variance Analysis with effective control measures

Career Outline

- 1. Organisation:** **KL Resources Private Limited.**
(Turnover more than 6,000 Crores for Chrome Beneficiation Plant),
Bhubaneswar, Odisha
- Designation:** **Assistant Manager (Accounts & Finance)**

Period: **March 2023 till Date**

JOB PROFILE:

- ✓ Supervision of all Statutory Payments.
- ✓ Accounting of TDS, GST (SAP-FICO) Tally Prime Etc.
- Return E-Filing of all Statutory Department of the company.
- ✓ Responsible for the MIS reporting as per the process and management need.
- ✓ Mining Management with i3MS.
- ✓ Plant Related Report with Returns Like ASI Return, IBM Return, MOEF, Factory Boiler, CGWA Etc.
- ✓ Audit, Cash Flow, Day to Day Transaction, Preparation of Balance Sheet etc.

2. Organization: **Arundhati Groups (Arundhati Jewellers Pvt Ltd)**
(Turnover more than 1200 Crores for Making and Trading of Gold, Diamond and Silver)
Bhubaneswar, Kuroda, Odisha

Designation: **Sr. Audit Executive (Accounts & Audit)**

Period: **Since June 2021 to March 2023.**

JOB PROFILE:

- ✓ Supervision of all Statutory Payments, Import & Export
- ✓ Accounting of Central Excise, Service Tax, TDS, Sales Tax, GST (ORNATE ERP)
- ✓ Responsible for the MIS reporting as per the process and management need
- ✓ Helped concerned department in material management for 4 months (MM).

3. Organisation: **N Swarup and Co**
(Turnover more than .08Crores for Audit and Accounts Finalization)

Designation: **Accounts Executive (F&A)**

Period: **Feb 2018 to June 2021**

JOB PROFILE

- ✓ Variance Analysis for Expenditures & Contract Payments of Various Client
- ✓ Preparation of Payable Statement as per payment advice of client
- ✓ Pre audit vetting for all contract payments
- ✓ Statutory compliance for contract workers of party.
- ✓ Supervision of all Statutory Payments
- ✓ Accounting of Central Excise, Service Tax & Sales Tax
- ✓ Preparation & filing of returns for all Statutory Payments

ACADEMIC CREDENTIAL:

- ✓ Master of Commerce (Finance) from OSOU.
- ✓ Passed Bachelors of Law from Fakir Mohan University.
- ✓ Passed B.Com. from Fakir Mohan University, Odisha.
- ✓ Passed Intermediate in Commerce from The C.H.S.E., Odisha.
- ✓ Passed Secondary from Sunshine Mission High School (ICSC Board, New Delhi)

IT EXPOSURE:

- ✓ MS Office, Financial Package like- **Tally, ERP, SAP-FICO.**
- ✓ Knowledge in ERP while working with Arundhati Groups. In ERP Environment
- ✓ SQL, C, C++, JAVA ETC
- ✓ Internet and LAN System

PERSONAL SKILLS:

Honest, Organized, dedicated, willingness to learn, adaptability, flexible to changing work assignment

SAP ERP SKILLS

- ✓ FI-GL: Configuring and Customer of Enterprises Structure, Financial Accounting
- ✓ global setting, General ledger Accounting.
- ✓ Accounts Payable: Verification of Invoice:- Before processing any invoice I have to
- ✓ check the 2 way Match, 3 Way Match & all commercial parameters.
- ✓ Processing of Vendor invoice:-Process approx. 70 to 80 invoices per day in SAP
- ✓ with correct allocation of GL & Cost Centre.
- ✓ Non PO Based Invoice:- I Process Non PO Based.
- ✓ Vendor Statement:- I also prepare the vendor statement on Bi weekly basis & share
- ✓ with the vendor.
- ✓ Knowledge on new GL Account.
- ✓ Generating invoices and account statements
- ✓ Maintaining accounts receivable files and records.
- ✓ Producing monthly financial and management reports.
- ✓ Ensuring accuracy and efficiency of operations, processing and monitoring incoming
- ✓ payments, and securing revenue by verifying and posting receipts.
- ✓ Bookkeeping Procedures
- ✓ Advanced Mathematics
- ✓ Billing & Collections
- ✓ Create customer accounts and enter data in central database
- ✓ Invoice Statements
- ✓ Assets Accounting: Configuring and Customizing Of Assets, Maintaining of Asset
- ✓ Master data, Acquisitions, Retirements, Transfer, Revaluation of Assets and
- ✓ Depreciation Run.Maintaining Controlling area.

Extra-Curricular Activities

- ✓ Played Games at college & school level.
- ✓ Active participation in college functions as volunteer and in other Event.
- ✓ 2nd place in Cricket Competition at College Level on 2009.
- ✓ Coordinator in technical and sports team of college in AURA 2009.
- ✓ Coordinator in College Event Festival 2010 in college
- ✓ Topped +2 Commerce at state Level.

Personal Information

Father's name: Pradip Kumar Palai

Mother's Name: Bhagyalaxmi Barik

Birth: 21st Of January, 1992

Religion: Hindu

Marital status: Married

Languages Known: Odia, Hindi, English & Bengali

Address for Communication: **KL Resources Pvt Ltd**, Khandagiri,Bhubaneswar, Odisha-751019.

Permanent Address: C/o BN Das & Associates, OT Market, Bankasahi At/PO- Bhadrak,
Dist- Bhadrak, Odisha-756100

Declaration:

I do here by inform you that all the statement made above is true the best of my knowledge and belief.

(PRATIK KUMAR PALAI)