

# Resume

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## Career Objective

To pursue a dynamic and challenging career with an organization of repute, and integrating my goals with the organization's, so as to become a catalyst in each other's growth. Self-motivated & ability to work under pressure and achieved targets and deadlines.

## Professional & Academic Qualification

- Qualified MBA FINANCE from RAI UNIVERSITY, Delhi in year -2006
- Passed B.Com (A/C Hons.) from Utkal University Bhubaneswar, Orissa, 2002.

## Professional Synopsis

- Accomplished professional over 11 years on qualitative experience in the areas of General Accounting, Accounts Payable, and Accounts Receivable.
- Presently working with BHAGWATI PRODUCTS LIMITED (MICROMAX) since Jan-25-21 to Mar-01-21 as a assistant manager (F&A).
- Previously worked with Radiant appliances & Electronics pvt. Ltd. As a senior accounts executive from 18.09.19 to 20.12.19.
- Presently working with BHAGWATI PRODUCT LIMITED (MICROMAX) since April 2016 to 16.09.19 till date as a as a Sr. Executive (F&A).
- Previously worked with Su-kam Power Systems Limited. Gurgaon-Corp Office from Sept 2013 to March 2014. As a Sr. Accounts Executive. (F & A)
- Previously worked with Tikona Infinet Ltd (Formerly Known as HCL Infinet Ltd. Noida –NCR from Dec-2007 to Feb 2013 as an Executive Accounts. (F & A)
- Previously worked with Pantaloon Retail India Ltd Delhi Office from 2006 to Dec-2007 as an Account Assistant. (F & A)

## About Company

- BHAGWATI PRODUCT LIMITED, the manufacturing arm of (MICROMAX). The Home grown led tv maker, inaugurated its manufacturing facility at the semiconductor hub FAB city. The product manufactured, Mobile Phone, LED TVs.AC etc. For (MICROMAX) & OPPO (REALME), INTEC.

## **Organization: BHAGWATI PRODUCT LIMITED**

Period : 25.01.21 to 01.03.21  
Role : Accounts Payable

## Roles and Responsibility

- Well versed of processing of all critical invoices & Payment portfolio in Accounts payable.
- Coordinating with Stores Raising Goods Receipt Notes in SAP for recording inward receipt
- Handling all wire payment and related issue
- Creating vendor code in the sap through FK01
- Generating the Vendors aging report on weekly basis.

- Vendor's accounts reconciliation Qtrly basis & balance confirmation.
- Payment plan of vendors and Evaluation of purchases proposal for cost reduction.
- Prepare the Dr and Cr note while any discrepancy incurred.
- Acquainted with Accounts Payable Accounting, Compliances relating to GST, TDS.
- To assist in monthly closing of books of accounts for Accounts Payable process.
- To provide functional expertise in support of one or more end to end business process/services in support of all sub AP process, such as invoice booking, vendor & employee reimbursement payments, vendor reconciliation, GRIR, AP sub ledgerVs GL reconciliation, supplier query resolution etc.
- Assist with both internal and external audits to ensure complete, timely and accurate responses to information requests, resolving queries of auditors.

### **Accounts receivable**

- To Make Sales Order.
- Create Invoices daily basis and send to the customers
- Resolving Customers issue relating to the invoices.
- Daily sales report send to HO.
- Process Credit Memos for the invoice adjustments.
- Resolving customer issue relating to the invoices.
- All collection Booked in systems as per HO report.
- maintain up-to-date billing system
- generate and send out invoices
- perform account reconciliations
- monitor customer account details for non-payments, delayed payments and other irregularities
- research and resolve payment discrepancies
- maintain accounts receivable customer files and records
- follow established procedures for processing receipts, cash etc
- prepare bank deposits
- investigate and resolve customer queries
- assist with month-end closing

### **General Ledger**

- Perform month end close activities
- Preparation of journal entries
- Validation of intercompany eliminations

**Organization: Su-Kam Power Systems Ltd**

**Period : Sept 2013 to March 14**

**2014 Role : Accounts Receivable**

### **Roles and Responsibility**

- Preparation of daily collection report.
- Ap invoice booking in system.
- Employee voucher pass in oracle.
- Process payment to all vendor
- Maintain balance confirmation from supplier.
- Rent process for every location.
- Positively respond to our concern.

**Organization: Tikona Infinet Ltd (Formerly HCL LTD)**

**Period : Dec 2007 to Feb 2013**

**Role : Accounts Payable**

**Roles and Responsibility**

- Authorized for all type of Vouchers checking and correction like Expenses Voucher, bank vouchers, JVs, Etc. Fully control on book keeping, and other expenses.
- Day to day accounting operations
- All Employee's Reimbursement claims process as per HR Policy.
- Prepare daily bank position and accordingly arranging funds for payments
- Preparation of Vendors & Customer Ageing Report
- Preparation of All Bank Reconciliation
- Preparation of Vendor & Customer Reconciliation
- Making Vendor payment within due dates
- Making Advance payment to Vendor / Employee.
- Making the Rental Bill on Monthly Process on location wise.
- Salary payment for on roll Employee & Off roll employees & Consultant etc.
- To provide provision of expenses for on monthly basis.
- Payment of Statutory Liability on Monthly basis (TDS, PF, ESI, & Professional Tax Etc.)
- Preparation of overhead Expenses report Cost center wise on monthly basis.
- Preparation of Staff Advance Report on monthly basis.
- Analysis of monthly Expenses.

**Fixed Asset**

**Roles and Responsibility**

- Create and monitor a system of controls procedures and forms for the recording of all assets at its fair value.
- Recommend to management any updates to accounting policies related to fixed assets.
- Asset Creation for different Asset class and assign tag numbers to fixed assets.
- Capitalizing all expenses incurred until the assets are ready and puts to use, like freight, first time insurance, erection charges etc.
- Asset transfer location to location, plant to plant etc.
- Track the compilation of project costs into fixed asset account and close out those accounts once related projects have been completed.
- Reconcile the balance in the fixed asset subsidiary ledgers to the summery level account in the general ledger.
- Calculating the depreciation according to statutory requirement such as Companies Act, IT Act & Costing.
- Review and updated the detailed scheduled of fixed assets, automatic calculation and posting of depreciation on monthly basis.
- Calculate the asset retirement obligations for that fixed asset to which AROs are applicable.
- Conduct periodic physical inventory counts of fixed assets.
- Prepare audit schedules relating to fixed assets and assist the auditors in their inquiries.
- Represent the company during any audits by governments that involve fixed assets. Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.

**Organization: Pantaloon Retails India Ltd**

**Period : March 2006 to Dec 2007**

**Role : Accounts Payable**

**Roles and Responsibility**

- Monitor Supplier Invoice Posting in sap.
- Making Payment prior approval.
- Review of GR/IR on weekly Basis.
- Preparation of Dr Note Issued to supplier.
- To Preparation of Sodex coupon reconciliation.
- Vendor reconciliation.
- Daily basis of Petty cash entry in system.

**Computer Proficiency**

Well versed in MS Office Application (**Knowledge in Excel**) and possesses good working knowledge in SAP

**Personal Information**

Address : Near Mg road Metro Station,  
h. no890,chakarpur,Gurgaon

Date of Birth : 06<sup>th</sup> March 1982

Marital Status : Married

Major Languages Spoken : English, Hindi, Oriya,

Hobbies : Reading,Cricket

Date :

Place : Gurgaon

(Prakash Chandra Behera)